INFORMATION TECHNOLOGY
SECURITY DATA REQUEST

USER INFORMATION  (i.e., user who’s data you are requesting)

☐ Public disclosure request  ☐ Litigation  ☐ Investigation  ☐ Administrative

Name: ____________________________  Logon ID: ____________________________

Facility/office: ____________________________  Date range for data requested: ____________________________

INFORMATION TECHNOLOGY (IT) SYSTEM ACCESS  (check all that apply)

☐ Do not suspend any IT system access  ☐ Suspend internet access ONLY

☐ Suspend ALL IT system access, including mobile computing devices (e.g., cellular/smart phone, laptop)

EMAIL ACCESS  (check all that apply)

☐ Email/vault access for investigation  ☐ Email/vault access for public disclosure/litigation

☐ Email/vault access for absent user (administrative only)

CELLULAR/SMART PHONE AND PORTABLE STORAGE DEVICE ACCESS  (check all that apply)

Unless requesting texts/phone records, data requests require physical access to the phone/device.

☐ Portable storage device access (e.g., memory card, flash/thumb drive, CD/DVD, external hard drive)

☐ Phone data for investigation  ☐ Phone data for absent user (administrative only)

☐ Phone data for public disclosure/litigation

OTHER DATA  (check all that apply)

☐ Detailed internet access/use reports (litigation, public records requests, and investigations only)

☐ Phone records and/or call detail records. Provide phone number, scan code, and extension

☐ Voicemail password reset for absent user or investigation

☐ Other data not listed: ____________________________

SEARCH TERMS/KEYWORDS  (e.g., incarcerated individual’s name, DOC number)

REQUESTER INFORMATION  (i.e., person receiving the data)

Name ____________________________  Signature ____________________________  Date ____________________________

Facility/office ____________________________  Phone number ____________________________

APPOINTING AUTHORITY APPROVAL

Name ____________________________  Signature ____________________________  Date ____________________________

Facility/office ____________________________  Phone number ____________________________

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.

Distribution: ORIGINAL - DOC DL CSU Data Requests or fax to IT Cyber Security Unit at (360) 586-0689

DOC 08-076 (Rev. 01/08/20)  Page 1 of 1  DOC 280.100, DOC 280.310  Data classification category 1