



INFORMATION TECHNOLOGY SECURITY DATA REQUEST

USER INFORMATION (i.e., user whose data you are requesting)

- Public disclosure request Litigation Investigation Administrative Subpoena

Name: _____

Facility/office: _____ Logon ID: _____

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 DATA (check all that apply)

- Email/vault data for investigation Email/vault data for public disclosure/litigation
 Email/vault data for absent user (administrative only)

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

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

- Portable storage device data (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.

Distribution: **ORIGINAL** - Submit with all signatures to [DOC DL CSU Data Requests](#)