# INFORMATION TECHNOLOGY SECURITY DATA REQUEST

## USER INFORMATION (i.e., user who's 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) [ ]

## 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)

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## APPOINTING AUTHORITY APPROVAL

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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](mailto:DOC DL CSU Data Requests)

DOC 08-076 (Rev. 05/21/21)  Page 1 of 1  DOC 280.310