



Request to Access a Former or Unavailable Employee's Files or E-Mail

Though University employees do not have any expectation of privacy with respect to utilizing the University's computer resources, University policy and applicable privacy laws may affect whether and how we may access a former or current employee's files stored on a computer or network storage device assigned to that employee, or emails or other electronic communications stored in his or her assigned mailbox. Therefore, such access will only be permitted for legitimate and justified business purposes. Moreover, the scope of any search or review of an employee's files, emails or electronic communications should be limited to the minimum necessary to achieve the legitimate and justified business purposes.

You must ensure that adequate administrative, physical, and technical safeguards are utilized to protect the confidentiality of any of the employee's personal information that may be found on the employee's assigned storage device or mailbox, and no such information shall be shared, transmitted, or communicated to others. Furthermore, it is your responsibility to ensure that any of the former employee's personal information, inadvertently accessed through your review, is immediately deleted and removed from the system. Additionally, we recommend that the date and purpose of the review be documented in case such documentation becomes necessary to satisfy any privacy laws.

Access to a former or current employee's files stored on a computer or network storage device assigned to that employee, or emails or other electronic communications stored in his or her assigned mailbox, must be approved by the head of Human Resources, the Information Security Officer and the University of Houston Systems' General Counsel. To initiate the approval process, please fill out this form, sign it and submit it to the University's Information Security Officer.

I acknowledge that I have read, understand and agree to comply with the above terms.

Requestor (print name) _____ Requestor (signature) _____ Date _____

For the individual specified on the right, I request access to his or her
 Past e-mail messages, from his or her assigned mailbox and archive, sent or received between _____ and _____
 Future e-mail messages by forwarding them as follows
Destination email address _____
Forwarding expiration date _____
 Files on assigned computers, network drives or other media

Information about the former or unavailable employee
Name _____
User ID / E-mail _____
Department _____
Title _____
Workstation name(s) _____
and other media _____

Business justification for the request: _____

The scope of the request includes files or e-mail messages pertaining to the following topics: _____

Authorizations:

Former or Unavailable Employee's Supervisor (print name) _____ Former or Unavailable Employee's Supervisor (signature) _____ Date _____

Human Resources Department Head (print name) _____ Human Resources Department Head (signature) _____ Date _____

Information Security Officer (print name) _____ Information Security Officer (signature) _____ Date _____

Approval of the Office of the General Counsel received _____
Date _____