

General Information Agreement

(One General Information Agreement to be completed per request)

Requester: _____ Department: _____

Campus Mail Address: _____ Telephone: _____

Request Date: _____

Purpose of the Access Request: _____

Will the data be electronically stored? _____ If so, what is the storage mechanism?

Date the data is required: _____

How does the data need to be access? _____

Examples: Online, Download, Hard Copy

Duration that access is required: _____

Date the agreement is to be reviewed for renewal or cessation: _____

Who will have access rights to the data?

Name	Title	E-mail Address	Telephone Number

Initial to signify that the data will not be redistributed without explicit permission from the data steward: _____

How will the privacy, security and protection of the data be assured?
