



**Student Request to Release Student Telephone Call Records**

When completing this form, please use only blue or black ink and complete all fields. See reverse for instructions.

**To: Information Technology Group**

**Date:** \_\_\_\_\_

**Requestor:** \_\_\_\_\_

**Request Approved By:**     **Self**             **Other** (please specify) \_\_\_\_\_

**Police Case Number** (if available): \_\_\_\_\_

**Detailed Description of Request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **ID Ver.\*** \_\_\_\_\_

Any request to access records for a telephone number shared by more than one student must be authorized by all students. All roommates sharing a phone number extension must print their name(s) and sign below:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ **ID Ver.\*** \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ **ID Ver.\*** \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ **ID Ver.\*** \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ **ID Ver.\*** \_\_\_\_\_

\*AUTHORIZED IT GROUP STAFF ONLY

**OFFICE USE ONLY**

Form Received By: _____	Signature: _____	Date: _____
Records Released By: _____	Signature: _____	Date: _____
Records Received By: _____	Signature: _____	Date: _____

#### Form Instructions for Requestor:

- 1 **Applicable Situation(s)** — KSC student requests KSC Telecommunications release telephone call records to KSC Campus Safety Department.
- 2 **Request Approved By** — Proper authorization is required when submitting this form. If you are submitting this form to release telephone records, check "self" in this field.
- 3 **Detailed Description of Request** — Required Information:
  - 4.1 Date of the request
  - 4.2 Phone number(s) in question
  - 4.3 Date(s) in question
  - 4.4 Room(s)/location(s) of the phone number(s)
  - 4.5 To whom the information is being released
  - 4.6 Names and signature of any roommate(s) sharing the phone number(s) in question

#### Example:

"I am requesting and authorize KSC Information Technology Group to release the phone number call records to the KSC Campus Safety Department (case number 12345) for extension 603-555-1234 for May 12, 2008. My room is located in Residence Hall, room number 123. I have 2 roommates and they have authorized the release of these records, and have printed, signed and dated the form"

#### Instructions for HelpDesk Staff:

- 1 HD staff receiving this form must confirm the identity of each student signature via photo identification and initial where appropriate next to each signature.
- 2 Alert IT Group Security Manager of the submitted request and make arrangements to securely deliver the document to the receiving manager.
- 3 HD staff securely transfers the original request document(s) to ITG Security Manager.
- 4 **CAUTION:** If at any point the case appears to deviate from the process described above, IT Group Security Manager consults CIO as appropriate.

#### Instructions for IT Group Security Manager:

- 1 Security Manager receives request form from the HelpDesk staff and verifies the form was filled out completely, and notifies CIO as appropriate to document the process and IT Group's intention to release the information. The notification documents the situation, but if sent via electronic mail, does not contain any student names and/or phone numbers unless specifically requested.
- 2 IT Group staff generates the requested call records and delivers them in a sealed envelope to ITG Security Manager for safe storage until KSC Campus Safety receives the records.
- 3 If no questions remain about whether the appropriate process was followed, and/or no concerns are raised by CIO or USNH Legal Counsel, ITG Security Manager notifies KSC Campus Safety that the records are ready to be picked up by KSC Campus Safety and makes arrangements for the pickup.
- 4 Upon successful delivery of the record(s) to KSC Campus Safety officer, ITG Security Manager documents the transfer on the request form and the receiving KSC Campus Safety officer prints name and signs the form to confirm receipt of the records. **All documentation including original request documents will be delivered to CIO Office where they will be stored in locked storage.**
- 5 **CAUTION:** If at any point the case appears to deviate from the process described above, ITG Security Manager consults CIO as appropriate.