



**APPLICATION FOR AUTHORIZED ACCESS OF RECORDS**

In order to set up an account for your unit with the UBC Okanagan Records Management Program, please fill in the blank areas in the following sections and email back the completed form when you are done. Please note that in lieu of completing this application, we can accept an email from the responsible authorizing executive providing the following information:

- a. Who has authorized access to records (their names and titles)
- b. What they are authorized to do
- c. Title and email signature of the authorizing executive

**Reporting structure.** Your unit may be at the top, second or third level. Your unit may also be a stand-alone department.

What is the name of your department or unit?

Do you report up?  Yes  No

If yes, which department do you report to?

Does this department also report up?  Yes  No  Not sure

If yes, which department do they report to?

**Comments**



**Contact information.** Please provide a primary contact who is ultimately responsible for the records of the unit.

	Main Contact
Last name	
First name	
Title	
Phone no.	
Email address	

**Department Address**



**Delegated authority.** Up to three (3) individuals can be authorized to send requests to the UBCO Okanagan Records Storage Program.

	Individual #1	Individual #2	Individual #3
Last name			
First name			
Phone no.			
Email			
Title			
Level of * Authorization	<input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> A	<input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> A	<input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> A
Notes			

\* Please indicate with R,S,D, and/or A

- Authorized activities:
- Retrieve records: **R**
  - Send records including new ones: **S**
  - Destroy records (but require confirmation from manager): **D**
  - Transfer records to archival custody: **A**

Main Contact Name	Title	Signature	Date