



Request for Other User's Information

1. Name of Requester: _____ Office/Div: _____

2. Phone Numbers – Desk: _____ Cell: _____

3. Name of employee (account) to be accessed: _____

4. Type of request:

- Copy of current mailbox
- Copy of historic/archive mailbox (30 days ago)
- Copy of home directory on network drive
- Report of Internet activity (90 days available)
- Change Out-of-Office message
- Other: _____

5. Is the employee currently a DGS employee? Yes No

6. If the employee is no longer with DGS, what was the date of separation? _____
(Any action must be within 30 days of departure)

7. Reason for this request:

 Signature of Deputy Director of employee's division, ISO or Audits Chief Date

Approved Denied N/A _____
 N/A for ISO or Audits Chief Chief, Office of Legal Services Date

For OTR Use Only

Received by: _____ Date: _____ ROUI Request number: _____

| | | | | |
|-------------|-----------------|--------------------|-------------|-----------------------|
| Task: _____ | Ticket #: _____ | Assigned to: _____ | Date: _____ | Completed date: _____ |
| Task: _____ | Ticket #: _____ | Assigned to: _____ | Date: _____ | Completed date: _____ |
| Task: _____ | Ticket #: _____ | Assigned to: _____ | Date: _____ | Completed date: _____ |
| Task: _____ | Ticket #: _____ | Assigned to: _____ | Date: _____ | Completed date: _____ |

Communicated and delivered to customer by: _____ Date: _____