

Virginia Polytechnic Institute and State University

University Records & Information Governance

Authorization for Personnel to Request Records

Date: _____

From: _____
Dean, Director, or Department Head

_____ | _____ | _____
Department Name Department Number Mail Code

Employees of this unit who are eligible to secure information from records stored in the University Records Center are listed below. Personnel authorized to request the records will have access to all records of the unit unless otherwise specified. Anyone requesting access to these records other than authorized personnel and university internal auditors will be referred to the departmental Records Coordinator for authorization.

Requester's Name	Phone #	Mail Code	Email Address

Signature of Dean, Director, or Department Head