

REQUEST FOR ELECTRONIC DATA SHARING/ACCESS TO AGO DATA *			
Date:			
Name of Requestor:			
Address:			
Phone Number:		Fax Number:	
E-Mail Address:			

Please note that much of the records the AGO has on paper and in electronic format comes from our clients because of our work representing them. In those instances, the AGO alone cannot decide whether to disclose records. Any such disclosure will be made in consultation with the client and may well be governed by data sharing agreements that the clients have with others or that the AGO has with the client.

Describe who wants these records and cite their legal authority for obtaining the requested data.
Describe what exact data is being requested, in what format (paper, electronic, etc.), and whether this is a one-time request or if the request is for recurring time frames; if recurring, please specify.
What is the method of delivery?
Specifically, what is the data's intended use and is the intention to disclose these records secondarily; if so, to whom?
What is the security plan for the data?
The acceptable data retention period, method of data destruction and method of communication that data was destroyed.
Requestor's background information.
<input type="checkbox"/> I will not forward the data. <input type="checkbox"/> I will not use the data for commercial purposes. <input type="checkbox"/> I will immediately notify the AGO of any data loss or compromise.
Please check the boxes above agreeing to the conditions of this request and sign the form below to indicate your understanding of these conditions.
Requestor Signature:

FOR OFFICE OF ATTORNEY GENERAL USE ONLY

Received by: <small>Signature</small>	Date Received:
Forwarded to Responsible Division: <small>Section Chief or Division Chief</small>	Date Forwarded:
Request Completed by: <small>Signature</small>	Date:
Copy to Administrative Services: <small>Signature</small>	Date:
Invoice Sent for² \$ _____/from PCA # _____ by: <small>Signature</small>	Date:
Material Mailed to or Picked Up by Requestor:	Date:

*Some requests for data/information may necessitate further requirements, as determined by AGO ISS Section

² Only the first 20 pages will be provided free of charge. Any additional pages/copies will be provided at a price of 25 cents per page. DVD or CD copies will be provided at a price of \$10.00.