

Sample Form CU-1
ARCHIVED E-MAIL REQUEST

1. ***E-MAIL TO** - If requesting email “to” someone, please include their email account(s) and name(s). In addition, please state “ALL” if you would like all of the email that was sent to the named person/account; if not, please describe:

2. ***E-MAIL FROM** – If requesting email “from” someone, please include their email account(s) and name(s). In addition, please state “ALL” if you would like all of the email that was sent from the named person/account; if not, please describe:

*** Required – Item 1 or Item 2 above must reflect the department of the signatory below.**

3. **E-MAIL DATES**

From: _____ *To:* _____

4. **OTHER** – This will narrow down the email returned to include only email containing the words referenced below. NOTE: These terms will not be searched for within attachments to an email.

SUBJECT LINE _____

BODY TEXT _____

ONLY WITH FILE ATTACHMENT

I agree to indemnify and hold the City of Saratoga Springs and the Information Technology Staff harmless from any loss, liability, claim or demand, including, but not limited to, reasonable attorney’s fees, arising out of my intentional misuse or violation of the City’s confidentiality policies and/or federal and state confidentiality laws of the materials provided to me by the Information Technology Department under this request.

Department Head Name and Title

Date

Request Processed by

Date