

PS-02.6 Form: Request to Preserve Surveillance Information

The Office of General Counsel or the campus Chancellor or Provost may request, in writing to the Designated Campus Authority, that surveillance information be retained longer than sixty (60) days. This preservation may only occur as outlined in "PS-02 Policy - Video and Electronic Surveillance". The Designated Campus Authority shall receive, document and store the written preservation request and ensure the preservation occurs in an efficient and effective manner. Preserved materials must be destroyed in a secure manner as soon as they are no longer needed for the purpose for which they were preserved, and their destruction shall be reported to the designated campus authority and documented.

Requestor: *(Office of General Counsel, campus Chancellor, campus Provost)*

Name: _____ Date: _____
Email Address: _____ Phone Number: _____
Signature: _____

1. The purpose of this preservation request? *(check all that apply)*
 - credible notification of a university or law enforcement investigation for alleged illegal activity or violations of university policy;
 - copying and storage is needed to comply with legal obligations to preserve materials;
 - preservation reasonably appears necessary to protect university operations;
 - there is a reasonable belief that the surveillance information may relate to illegal activity or violations of university policy that have occurred, are occurring, or are imminently about to occur; or
 - the surveillance information has historical significance.
2. Please provide specific details (cameras, locations, date ranges, etc.) regarding which surveillance information to preserve.

3. For how long shall the surveillance information be preserved?

Designated Campus Authority: *(to be completed only by the Designated Campus Authority)*

Name: _____ Date: _____
Email Address: _____ Phone Number: _____
Signature: _____

Notes: _____

Surveillance Information Destroyed on Date: _____

Notice of Destruction Received From: _____

Signature: _____

Form Submission:

Completed forms should be sent to the appropriate Designated Campus Authority:

IU Bloomington: dca-l@indiana.edu

IU East: dca-l@iue.edu

IU Northwest: dca-l@iun.edu

IU Southeast: dca-l@ius.edu

IUPUI Indianapolis: dca-l@iupui.edu

IU Kokomo: dca-l@iuk.edu

IU South Bend: dca-l@iusb.edu

Related Information:

PS-02 Policy - Video and Electronic Surveillance: <http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-02.shtml>

Securely Removing Data: <https://protect.iu.edu/online-safety/protect-data/data-removal.html>