

INFOKEEPER SECURITY REQUEST FORM

To request access to the R4 Services InfoKeeper™ system, please complete the form below and submit to the Department of Records Management at recordsmanagement@depaul.edu.

REQUESTOR INFORMATION

EmplID:

Last Name

First Name:

Campus:

Loop

Lincoln Park

Suburban Campus

Office Address:

Campus Connect User Name:

Email Address:

Phone Number:

Department:

Title

SUPERVISOR INFORMATION

Last Name:

First Name:

Supervisor Email Address:

Supervisor Phone Extension:

REQUESTED SECURITY LEVELS (CHECK ALL THAT APPLY)

Request Boxes/Files from R4 warehouse

Add Boxes/Files to R4 warehouse

Edit Box/File information for items at R4 warehouse

Destroy Boxes/Files at R4 warehouse

SIGNATURES

By signing this form, I acknowledge responsibility for the management of files/boxes at the R4 warehouse per the Records Management policy at DePaul University. Additionally, should any changes to the granted security levels become necessary, it is the responsibility of the department to contact the Department of Records Management with updates. Security levels for InfoKeeper should be verified at least biannually and can be requested at any time from the Department of Records Management.

Signature of Requestor

Date

Signature of Supervisor

Date