



Cathy Hauber, Ed.D.
District Superintendent

Dan Fullerton
Director
Monroe Regional Information Center

E-MAIL & WEB INVESTIGATION REQUEST FORM

District: _____

Request Date: _____

Requester: _____

Requested Completion Date: _____

e-Mail Request

Full Name: _____

e-Mail Address: _____

Copy Entire Mailbox:

Search Mailbox:

Search Keyword(s): _____

Search Date(s): _____

Results are exported and placed in a secure file for download.

Web Request (DISCLAIMER: Web data can only go back 30 days from the day we receive the request.)

Full Name: _____

Login Name: _____

MAC Address and/or IP Address (optional): _____

Search Queries: (i.e. Google, Bing, and Yahoo)

Web Activity:

Date(s): _____

Additional Details: _____

Deliver Results To: _____

Additional Instructions: _____

Director of Technology Signature: _____

Superintendents Signature: (required for e-Mail Requests only) _____

(Please send signed form(s) to Daniel_Fullerton@boces.monroe.edu.)

For RIC use only Assigned to: _____ Completed: _____