

# Report Distribution System

## REPORT FORM REQUEST

**This section to be completed by requestor.**

Add     Delete     Update

(Forms with invalid or incomplete responses will be returned)

\_\_\_\_\_

First Name                      MI                      Last Name                      Department                      Locator Code

UM ID: \_\_\_\_\_    Email: \_\_\_\_\_    Phone: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Job Name: \_\_\_\_\_ Report Name: \_\_\_\_\_ (32 max)    RDS Form: \_\_\_\_\_ (4 max)

Print Class: \_\_\_\_\_ Print Special Form Number: \_\_\_\_\_ (required for Print Class "D")

Programmer Responsible for this Job: \_\_\_\_\_

Name                      Office Phone                      Home/Cell Phone

Data Custodian: \_\_\_\_\_

Name                      Data Custodian Email

Special requests or additional information: \_\_\_\_\_

**Users to be granted/denied access to report and any limitation/split information:**

Add/ Delete	Name	RACF ID	Split Information (if applicable)	Distribution
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If more space is necessary attach additional pages.

Forward completed form to appropriate Data Custodian via email or fax.  
Allow 3 full work days after receipt from Data Custodian for setup and testing.

**This section to be completed by Data Custodian.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Days report to remain active on RDS: \_\_\_\_\_ days (1-364)    Years report to remain in Archive until Deletion: \_\_\_\_\_ years

Justification for retention periods:

Active retention: \_\_\_\_\_

Archival retention: \_\_\_\_\_

Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Forward completed form to ECM via email at [rds.it@miami.edu](mailto:rds.it@miami.edu) or fax at 305-284-2840.

**This section to be completed by ECM administrator.**

Completed by \_\_\_\_\_ on \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_