

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

CIRS Report Request

A new request or revision to \_\_\_\_ (old title) (Complete all Boxes)

Rerun of existing report (Complete boxes 1,2,3,6,7,8,14,15)

1. <b>Date of request:</b>		2. Working title of report:		3. <b>Report needed by:</b> (Date)	
4. <b>Report Frequency:</b> <input type="checkbox"/> One time <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other _____			5. <b>This request is for:</b> <input type="checkbox"/> A printed report <input type="checkbox"/> A down-loaded report↓ <input type="checkbox"/> Information only <input type="checkbox"/> Excel or <input type="checkbox"/> Text file		
6. <b>Who will physically use this report?</b>  Name _____ Title _____  Signature: _____ Date: _____					
7. <b>How will report be discarded when no longer needed?</b>			8. <b>Name of Departmental Information Security Designee</b>  Ext. _____		
9. <b>How will report be used?</b> (Justification and Purpose)					
10. <input type="checkbox"/> I desire to meet with the CIRS coordinator to finalize report criteria.					
11. <b>What data elements are needed and in what sequence?</b>  <input type="checkbox"/> See attached printout sample					
12. <b>What sort order?</b>			13. <b>What definitions are needed?</b> (See data element dictionary)		
14. <b>Department Manager Approval:</b> (Signature indicates request is of direct use to department and that department will safeguard the printed report)  Signature: _____ Date: _____					
15. <b>Dean/Senior Manager Approval:</b>  Signature: _____ Date: _____					
<b>CIRS Coordinator Use:</b>					
Remarks: <input type="checkbox"/> Assigned to _____ <input type="checkbox"/> Info user group review <input type="checkbox"/> Documented                      Charge to Run Report _____ <input type="checkbox"/> CIRS catalog (Title) _____ Date completed: _____					