Please ensure you are getting the latest form from http://finweb.rit.edu/fast/support/

RIT Finance & Administration
DATA STEWARD FORM

Section I – User Information (Please Print)

Name: _____
(First) (MI) (Last)

Username: _____ Department: _____

Section II – Action Requested (Select one and include specific file shares)

- ☐ Append Share Access
- ☐ Revoke Share Access

List Network Shares (i.e. DEPT_share):

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Section III – Authorization

I will comply with the policies and responsibilities outlined by FAST in regards to the duties of a Data Steward. I hereby authorize the changes denoted by this document to be performed.

_____	_____	_____
Print Data Steward's Name	Data Steward's Signature	Date

The below section(s) are for Data Steward Appointment purposes only.

_____	_____	_____
Print Secondary Data Steward's Name	Secondary Data Steward's Signature	Date

I approve the assignment of Data Steward Responsibilities to the requester(s):

_____	_____	_____
Print Department Head's Name	Department Head's Signature	Date

Send completed form to FAST Technical Support, Building 30 Room A-106 or by fax to 475-3870

Section IV – Official Use Only (Do not write below this line)

I approve and have performed the aforementioned requests:

_____	_____	_____
Print FAST Administrator's Name	FAST Administrator's Signature	Date

RIT CONFIDENTIAL