## Mapping / GIS / Records Request

Complete the entire form (two pages) and submit to Facilities Information Services (gisbis@purdue.edu) for approval and processing.

## Acceptance of Understanding

Signing this document implies that you have read, understand and agree to the following:

- It is understood that the content may or may not contain sensitive information and discretion will be used.
- The only people authorized to use this information are the requester and any individuals specifically involved with the identified use.
- Any use of this information other than that described above must be approved by the Physical Facilities representatives in writing prior to use.
- This information is not to be circulated to anyone without prior written communication with the appropriate Physical Facilities representatives.
- Upon disposal, data must be destroyed so that it may not be used again.

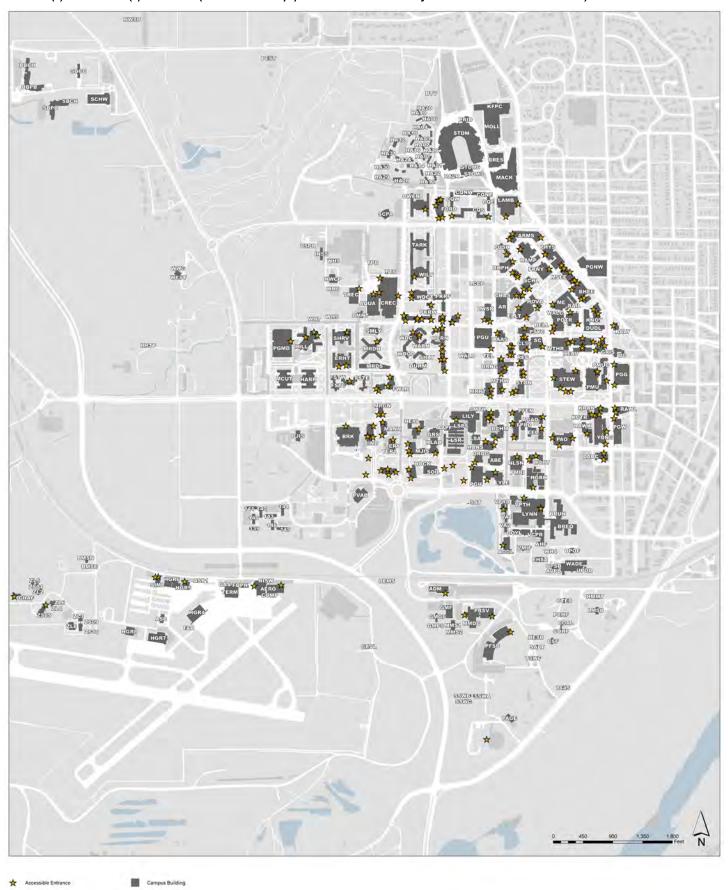
## **Request Information**

Physical Facilities building, mapping, GIS information and/or archival records are being given to you for the use described below.

The requested information will be used for (list the project, description	n of work, da	te range):				
I am requesting the following information/data (list all data needed fo	or this project	t):				
Deliverables requested (list all formats, sizes, outputs, delivery metho	ods and optio	ns being r	equested):			
Date and time needed by:						
Once the request is reviewed and approved, it can take up to five bus	siness days to	o fulfil the	request de	pending on the de	etail reque	sted.
Name:	Phone: (	)		FAX: () _		
Email:						
Best time to contact you with questions:						
Preferred method of contact for any questions (circle all that apply)	PHONE	EMAIL	FAX	IN-PERSON		
Physical Facilities Authorization Signature:				Date Reques	ted:/	/
(Project Manager, Senior Director, Group Manager or Administration)	1					
Outside of Physical Facilities Use Acceptance Signature:				Date Request	ted:/ _	/

(A/E Firm, Contractor, Purdue Faculty, Purdue Staff or Purdue Administration)

Draw box(s) around area(s) of interest (Attach other maps/documents as necessary to describe area in more detail):



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