

# Security Sensitive Designation Request

(Please Print Legibly)

Position Number \_\_\_\_\_

Job Title \_\_\_\_\_

Department Name \_\_\_\_\_

**Reason for Security Sensitive Designation:**

The University of Houston may designate as "security sensitive" those positions of special trust in which employees have access to or control of activities, systems, and/or resources that are subject to misappropriation, malicious mischief, damage, and/or loss or impairment of communications or control.

*Please check all that apply:*

- Handling Currency**
- Confidential Information**  
Have access to confidential information and/or the capability to create, delete, or alter records in any of the university student, financial, personnel, payroll, or related computer databases or to research databases that may contain trade secrets.
- Building Master Control/Key Systems**  
Have routine access to building master control and key systems.
- Children**  
Responsible for the care or instruction of children.
- Location**  
Work in an area of the institution which has been designated as a security-sensitive area.

\_\_\_\_\_  
**College/Division Business Administrator**

**Human Resources Use Only**

Verified \_\_\_\_\_

Date \_\_\_\_\_