

File Definition

To apply for a new Database file in the administrative computing environment, please supply the information requested below. Supply the information for each environment where the file is used. An Application Development Manager **MUST** sign this request. Forward the approved form to **Customer Services ITCS 5341**.

File Name: _____

File Description: _____

PRODUCTION
File Type: ___ (P/R/S) Public read & write, Restricted (public read only), or Secured
Owning Campus: _____ Department Code: _____
Owner Userid (minimum of two): _____ _____

TRAINING
File Type: ___ (P/R/S) Public read & write, Restricted (public read only), or Secured
Owning Campus: _____ Department Code: _____
Owner Userid (minimum of two): _____ _____

DEVELOPMENT
File Type: ___ (P/R/S) Public read & write, Restricted (public read only), or Secured
Owning Campus: _____ Department Code: _____
Owner Userid (minimum of two): _____ _____

Approved
Manager: _____
Signature Date

FOR CUSTOMER SERVICES USE ONLY
Entered by: _____ Date: _____