RIT Finance & Administration
DATA STEWARD APPOINTMENT FORM

Section I – User Information (Please Print)

Department: ____________________________________________________________

_____ Appoint Primary Department Data Steward

_____ Appoint Secondary Department Data Steward

Section II – Data Steward Information

Primary Data Steward

Name (First, Last):  _____________________________________________________________________________

RIT Email: __________________________________________________  RIT Phone: ___________________

Secondary Data Steward

Name (First, Last):  _____________________________________________________________________________

RIT Email: __________________________________________________  RIT Phone: ___________________

List Network Shares the Data Steward(s) will have authority over (i.e. DEPT_sharenme):

_____________________________________________      _____________________________________________

_____________________________________________      _____________________________________________

_____________________________________________      _____________________________________________

I will comply with the policies and responsibilities outlined by ITS 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

Print Secondary Data Steward’s Name  Secondary Data Steward’s Signature  Date

Section III – Authorization

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

Print Department Head’s Name  Department Head’s Signature  Date

Email completed form to helpdesk@rit.edu or deliver to the ITS HelpDesk, Gannett Hall, Room 1113

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

I approve the creation of this account:

Print ITS Administrator’s Name  UTS Administrator’s Signature  Date