

<p align="center">WASHINGTON TRU SOLUTIONS MANAGEMENT POLICY</p> <p>TITLE: REQUESTS FOR USER ACTIVITY LOGS</p>	<p>Number/Rev. MP 1.49, Rev. 0 Page 1 of 1</p>
<p>COGNIZANT SENIOR MANAGER:</p> <p>Approval on File 12/2/08 D. G. Haug Date Chief Financial Officer</p>	<p>APPROVED BY:</p> <p>Approval on File 1/16/09 M. F. Sharif Date General Manager</p>
<p>1.0 POLICY</p> <p>User activity logs related to an individual's email, Internet, telephone, building access, etc., and use of government property or services, are subject to review.</p> <p>2.0 GENERAL PRINCIPLES</p> <p>WIPP information, systems, networks, and records are the property of the U.S. Government. They are provided for the processing of official U.S. Government information only. All data contained within those systems are owned by the U.S. Department of Energy and may be monitored, audited, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner by the authorized personnel according to established policies and procedures. There is no right of privacy in this system.</p> <p>3.0 GUIDANCE ON ACCEPTABLE RULES OF BEHAVIOR</p> <p>Guidance on acceptable rules of behavior are covered in CBFO/WIPP User Rules of Behavior.</p> <p>4.0 RESPONSIBILITIES</p> <p>Upon receipt of a request for an individual's WIPP information-related records, approval must be granted by the WTS manager of Human Resources and the WTS Chief Information Officer. This agreement must be documented via email or other written form and retained in both the Chief Information Officer and Human Resources files.</p>	