



STATE OF ALABAMA

OFFICE OF INFORMATION TECHNOLOGY



FORM 101F1: IT Policy Exemption Request

Instructions: This request is for an exemption to a requirement stated in a State of Alabama enterprise governance policy or standard. Approval of this request grants a temporary exemption, which may be subsequently renewed at the discretion of the Secretary of Information Technology. This form is not intended to be used to determine the feasibility of operational implementation of a required policy.

All relevant information must be provided including a business, technical, or other justification using the applicable sections of this form. This allows reviewers a better understanding of the necessity of the request. If form fields cannot contain entire response, additional sheets may be attached.

All request forms must be submitted to OIT by email using this address:
exemption.request@oit.alabama.gov

Section 1: Submitter Information. Complete all fields in this section.

Section 1: Submitter Information
1a. Agency:
1b. Submitter Name:
1c. Phone:
1d. Email:

Section 2: Exemption Information. Complete all applicable fields in this section.

Section 2: Exemption Information
2a. Number or title of policy or standard for which exemption is requested:
2b. Specific requirement (if applicable) for which exemption is requested:
2c. Check requested exemption period: <input type="checkbox"/> 6 Months <input type="checkbox"/> 1 YEAR
2d. Is there a planned (or in-progress) project to implement the requirement within the requested exemption period? Please check Yes or No and explain below. <input type="checkbox"/> YES <input type="checkbox"/> NO
Explanation:
2e. Who is the Business Owner or Sponsor for this project? <input type="checkbox"/> NOT APPLICABLE
Name:
Phone: Email:

Approval/Appeal. To be completed by the designated office or individual. Refer to Procedure 101P3: IT Policy Exemption Request for form routing and workflow.

Section 7: Secretary of Information Technology Exemption Decision - (OIT Use Only)	
7a. EXEMPTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
7b. Exemption Expires:	
7c. Comments:	
<i>Secretary of Information Technology</i>	Date:

Section 8: Agency Request for Appeal - (Agency Use Only)	
8a. REQUEST APPEAL <input type="checkbox"/>	
8b. Comments:	
Name:	Date:
Title:	

Section 9: Secretary of Information Technology Appeal Decision - (OIT Use Only)	
9a. APPEAL: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
9b. Exemption Expires:	
9c. Comments:	
<i>Secretary of Information Technology</i>	Date:

Retention: Completed Exemption Request Forms shall be retained by the requesting agency and by the OIT Office of the CISO for a period of one year following the expiration (or denial) date of the exemption.