How to Submit an Open Records Request- Internal Users

1. Go to NDIT's website (ndit.nd.gov) Home | North Dakota Information Technology (nd.gov)
2. Under the "Support" menu option, choose "Service Request":
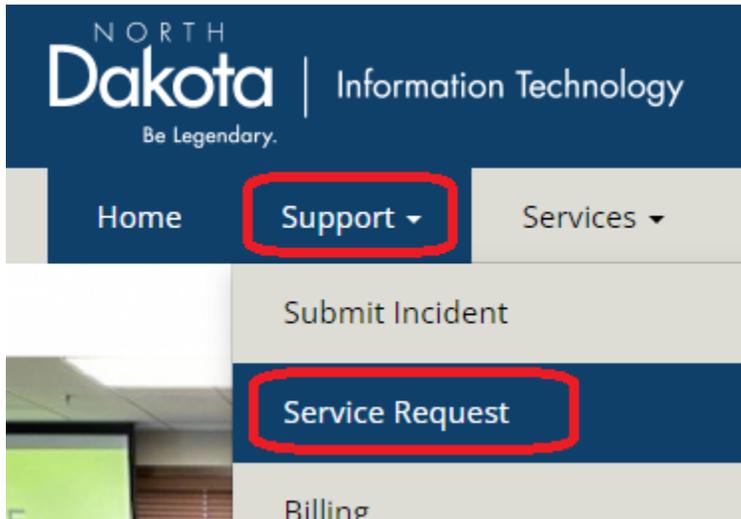
3. Log into your account using your @nd.gov or @k12.nd.us email account:
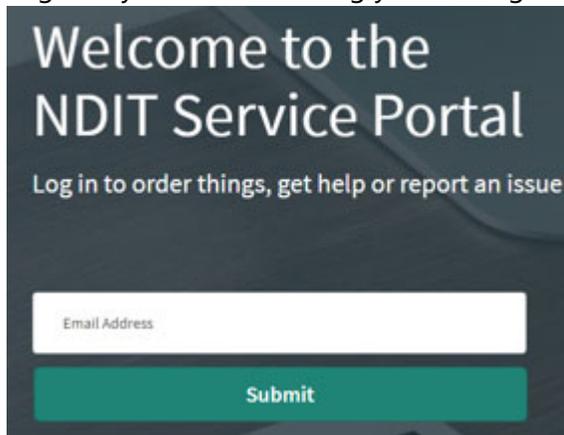
4. Click on "Submit a Service Request"
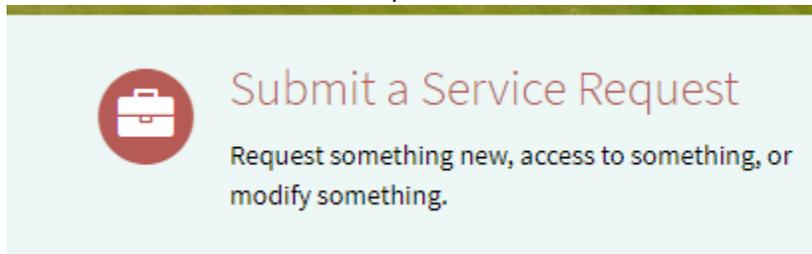
5. Choose the "Generic Service Request" tile:
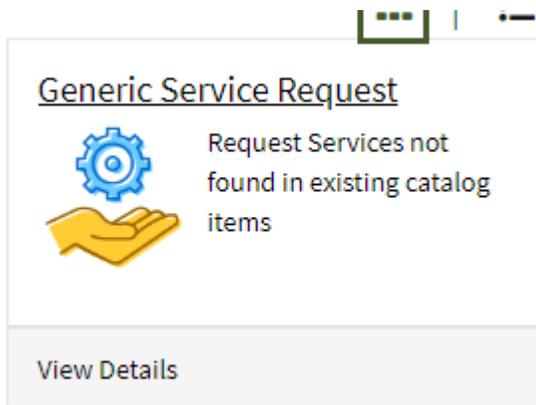
6. Fill out the information needed. If the request does not require a manager approval, you can remove your manager's name from that field.

    -Under Type, choose "Unknown/Other":
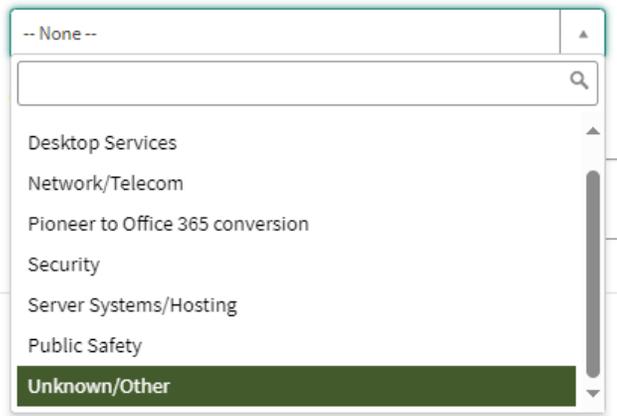
    -Describe the records you are requesting in as much detail as possible in the "Additional Comments" section. Include that you are making an open records request to assist with routing of the ticket.

    Note: Information in ServiceNow is not private. If your request contains employee information that should not be visible to admins and others with access to view submitted requests, please work with your HR representative, who can reach directly out to the Service Desk, Records Management, or the appropriate party.