

Alberta on Record: Request for Deletion of Descriptions

Each request will be reviewed individually by the AOR Committee and the Board, taking into account:

- a) The reasons behind the request
- b) The technical solution required to carry out the request

For further guidelines, please see *Procedures for Deleting Descriptions from the Alberta On Record (AOR) Database*, available at <http://archivesalberta.org/membership/documents-for-members/>

Name of institution: _____

Requestor name: _____

Email: _____ Telephone: _____

Requestor signature: _____ Date: _____

I am requesting deletion of the following archival description(s) in Alberta on Record:

| Title | Type of description <i>Archival description or authority record</i> | URL Path <small>e.g. albertaonrecord.ca/AOR_URL_Path</small> | Reason for deletion request |
|-------|--|---|--------------------------------|
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** Attach additional sheets if more space is needed.*

Please fill out the following, if the Requestor is not the institution's main AOR Representative:

AOR Representative name: _____

Email: _____ Telephone: _____

AOR Representative signature: _____

Date: _____