

Procedures for Deleting Descriptions from the Alberta On Record (AOR) Database

June 11, 2016

Procedure

Requests from Institutional Members to delete their descriptions from the AOR Database¹ will be sent to the Executive Director in writing.

When requests are received the Executive Director will call an AOR Committee meeting.

The Committee will consider the request and make a recommendation to the Board:

• Potential conflicts of interest - if a Committee member's Institution puts forward a request, that member will be excused from the discussion.

Each Institutional Member's request will be considered on a case by case basis, taking into account:

- The reasons behind the request (see guidelines below)
- The technical solution required to carry out the request the Database Administrator may be able to process the request. If this is not feasible, responsibility for the deletions rests with the Institutional Member

The Board will receive the AOR Committee recommendation and make their decision.

The Board will inform the Institutional Member of the result in writing.

¹ The ASA is not responsible for descriptions uploaded to Archives Canada.

Guidelines

What cannot be deleted?

• Content produced by publicly funded projects (e.g. through ASA administered grants), unless they meet the criteria below

What can be deleted?

- Digital content with known rights issues
- Problematic descriptions (that have been reprocessed and the description is obsolete for example)
 - O NOTE these descriptions can be deleted only when the Institutional Member has revised descriptions and re-described records/digital objects ready to replace the superseded content.

Each request will be considered individually, however a record of decisions will be kept and used to inform future decisions and may lead to the amendment of these guidelines. The AOR Committee may recommend amendments as necessary to the Board.