**South Dakota Digital Archives**

**Take-Down Policy Form**

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| **Information** |
|  |
| **Name:** |  |
|  **Mailing Address:** |  |
| **City/Zip Code:** |  |
| **Phone:** |  |
| **Email:** |  | **Date:** |  |
|  |
| **Description** |
|  |
| Please provide detailed information on your complaint/concern including either the identifier number, accession number and/or collection name and why you believe the image or images should be removed: |
| **Process** |
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| **Upon receipt of a complaint/concern staff will**:* Acknowledge receipt of the complaint/concern
* Remove the item while the complaint/concern is investigated
* Investigate validity of the claim
* Contact the complainant concerning the findings
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| **Possible outcomes include:*** The item is replaced on the archive’s website without any changes.
* The item is replaced on the archive’s website under restricted access.
* The item is permanently removed from the archive’s website.
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| **Please return completed form by mail, email or fax:**  |
| South Dakota State ArchivesAttn: State Archivist900 Governors DrivePierre, SD 57501 | email: archref@state.sd.usphone: 605-773-3804fax: 605-773-6041 |

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| Signature:  | Date: |