



**Volcano Art Center's**  
**Heritage And Archival Program**  
A Collection Of Digital Assets

**Overview for REDTAGGING/RESTRICTING (RTR) Content**

The Volcano Art Center's Heritage and Archiving Program (HAP) oversees and manages all of the content in the VAC's digital archive. Although content cannot be removed from HAP, anyone can request specific content in the digital archive to be RED TAGGED and or RESTRICTED.

Any member of the VAC or the general public have the right to formally ask VAC's HAP to remove an asset from being publicly viewable. This shall be noted in metadata as a "RED TAG." Once assets are digested into the VAC's HAP, content shall not be removed or RED TAGGED until the formal written request is voted upon and approved by a majority vote from the VAC's HAP Committee. The HAP Committee reserves the right to reject any request(s). Individuals must be 18 years of age or older to request this form.

**REDTAGGING/RESTRICTION (RTR) FORM**

Date of RTR Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Person Requesting RTR: \_\_\_\_\_

Archive Number for RTR: **AN**— \_\_\_\_ — \_\_\_\_ — \_\_\_\_ — \_\_\_\_

I the undersigned acknowledge that I am at least 18 years of age:

**Please check boxes for your request of RTR**

Offensive  Sexually Inappropriate  Violates My Privacy  Promotes Illegal Activity

Written explanation for RTR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Requesting RTR: \_\_\_\_\_