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| **NOS LEGACY / ARCHIVE REQUEST (CHANGE TO METADATA)** |  |

This form is to be used when you are changing the status of a standard to either ‘Legacy’ or ‘Archive’. Please note that Archive standards will be removed from the NOS Database.

This form is to be submitted along with the approval of your final NOS that will replace the ‘Legacy’ / ‘Archive’ NOS.

Please submit this form by email to nos@sds.co.uk

**Definition of ‘Legacy’ NOS:**

If a NOS is still used within a current qualification should be set as **Legacy**. This will mean the NOS remains in the database and can still be searched for and will be denoted with an **L** in the URN, and **Legacy** on the title. This is work that SDS carry out by amending the Metadata which is used to search for the NOS. If the NOS is imported from another organisation then it will not be changed until that Standard Setting Organisation notifies SDS.

**Definition of ‘Archive’ NOS:**

A NOS set as Archive will be completely removed from the database along with the Metadata and will no longer be found on any searches, although a copy kept by SDS. This will be when the NOS is no longer current, been superseded by a newer NOS, isn’t imported by another organisation and isn’t used within a current qualification.

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| **Organisation Name:****(***SSC / SSO)* |
|  |
| **Requested by:***Please provide your name & email address* |
| **Name:**  | **Email:**  |

**Please list within the table below the details of the standard(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **URN** |  **Title of the Standard** | **Suite(s)** | **Version** | **Legacy / Archive** |
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