



*Media Services, Mailstop 25-6, Extension 3241*

## **OFF-AIR RECORDING REQUEST**

Date Received: \_\_\_\_\_

Date Required: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Completed by: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Department: \_\_\_\_\_

Series Title: \_\_\_\_\_

Program Title: \_\_\_\_\_

Station Call Letters: \_\_\_\_\_

Channel: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ AM/PM

Length of program: \_\_\_\_\_

The above-mentioned program will be retained for a period not to exceed forty-five (45) calendar days after the date of recording. After the first ten (10) school days of the retention period, the recording will be used for instructor evaluation purposes only, and may not be used for student exhibition.

Upon conclusion of the retention period, Highline Community College must either license or erase all recordings of this program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_