



Account Closure and Data Export Request

For an Organization's administrator to ask Station Automation Solutions LLC to export the Organization's records, close its Station Clipboard account, and confirm deletion. Email the completed form to **hello@stationclipboard.com** with the subject line "Account Closure." We confirm every request by phone or email before acting on it.

1 ORGANIZATION

ORGANIZATION NAME

ORGANIZATION ID

ADDRESS

2 PERSON MAKING THE REQUEST

NAME

TITLE OR RANK

EMAIL ADDRESS

PHONE NUMBER

3 WHAT YOU WANT US TO DO

- ☐ **Export** our records before the account closes
- ☐ **Close** the account at the end of the current term
- ☐ **Close** the account on a specific date (below)
- ☐ **Delete** all of our data after closing, and confirm in writing
- ☐ **Keep** the account, but delete specific records (describe below)

CLOSING DATE, IF SPECIFIC

SEND THE EXPORT TO (NAME AND EMAIL)

INCLUDE IN THE EXPORT

- ☐ Records from every module (spreadsheet files)
- ☐ Reports and records as PDFs
- ☐ Uploaded files: documents, photos, and attachments

DETAILS OR SPECIAL INSTRUCTIONS

**4 ACKNOWLEDGMENT**

- ☐ Our Organization is responsible for keeping any records that public records, retention, employment, or other laws require it to keep, and will export them before deletion.
- ☐ Once the account closes, it can be restored for 7 days. After that, deletion is permanent and cannot be undone.
- ☐ Reports already sent to NERIS and messages already delivered are not affected.
- ☐ I am authorized by the Organization to make this request.

SIGNATURE

PRINTED NAME

DATE

5 WHAT HAPPENS NEXT

- We confirm the request with you by phone or email, using the contact details on file for your Organization.
- If you asked for an export, we send it to the person you named and confirm that it arrived before the account closes.
- On the closing date, the account goes offline for everyone. It can be restored for 7 days if you change your mind or need something else exported.
- After that, your Organization's data is deleted as our Data Processing Addendum describes, and, if you asked, we confirm the deletion in writing.
- Fees already paid are handled under your Organization's agreement.

FOR OFFICE USE ONLY

RECEIVED

CONFIRMED WITH REQUESTER

EXPORT DELIVERED

DELETION CONFIRMED