

either DENIED or APPROVED.

5. To archive that snapshot, click the **Archive** button. This removes the snapshot from the list of Pending Requests.

State Edition Process Requests to Delete Snapshots

1. Filter the list of Pending Requests by any of the available columns - End Year, District, etc.
 2. In the Action column, click either **Approve** or **Deny**. The system will process and update the District Edition Tool with either Approved or Denied.
 3. **Archive** the request as needed.
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