

****DIRECTIONS****

1. Enter the tape number for each tape you are requesting to be marked as gone in the TAPE# field.
2. Enter the backup tape type for each tape you are requesting to have marked as gone. The backup tape type can be found in the Tape Library Maintenance "TYPE-OF-TAPE" field.
3. Enter the create date for each tape you are requesting to have marked as gone. The create date can be found in the Tape Library Maintenance "CREATE DATE" field.
4. Enter the expiration date for each tape you are requesting to have marked as gone. The expiration date can be found in Tape Library Maintenance below the protected area at the left. Example: "*EXPIRES 03/31/00*", or "*EXPIRED*".
5. Enter the reason you would like to have the tape(s) marked as gone. This should be done for each tape you are requesting to be marked gone. Enter this in the "REASON TAPE SHOULD MARKED AS GONE" field.
6. If you are requesting more than ten tapes be marked gone from your system please use the additional forms provided.

Date: _____	Client Number: _____	Dealership Name: _____
Requesting Party: _____		POWER Support Rep: _____

The following information should be completed by the requesting party:

TAPE#	BACKUP TAPE TYPE	CREATE DATE	EXPIRE DATE	REASON YOU ARE REQUESTING TO HAVE THE TAPE MARKED AS GONE

I here by authorize Reynolds & Reynolds to mark the tape number(s) on this form as gone in my computer tape library system. I assume all responsibility for the tape(s) and the data on the tape(s). I realize by marking this tape(s) gone the tape(s) will no longer be requested for tape verification.

Signature _____ **Date** _____

Name (Please Print) _____ **Title** _____

Dealership Name _____

Please fax the completed form to (937) 485-4039.

If more than 10 tapes are being requested use the following page for those tapes.

Revision 02/2008

