

To:
 Dealership's Name
 () - fax

From:
 POWER Software Consultants
 (937) 485-4039 fax

DOC- DOCUMENT RETRIEVAL RETENTION

POWER Software Consultants:

This letter serves as my formal request to have the Document Retrieval (DOC) retention changed. I would like this change made within the next 10 days.

I understand this change will increase the amount of DOC data stored in the DOC database and therefore will reduce the amount of unused space in the DOC database. I believe the DOC database on my current computer system can adequately accommodate this extra data retention.

I also understand and agree that increasing the DOC data retention periods can do any or all of the following:

- a) Use additional disk space necessitating a disk upgrade
- b) Necessitate a memory upgrade
- c) Necessitate a server upgrade
- d) Cause batch jobs to take longer to run
- e) Delay workstation response time

I understand and agree that the cost to upgrade disk drives, memory and/or server will be at our dealership's expense. I agree to hold The Reynolds & Reynolds Company and its affiliates harmless against any action resulting from this data retention change.

SIGNATURE: _____ NAME: _____

TITLE: _____ DATE: _____

DEALERSHIP NAME: _____

CLIENT BRANCH TO BE CHANGED _____

Enter the number of days, months or years in the first slot provided. Enter the unit (day, month or year) in the appropriate column.

		CURRENT		CHANGE TO	
TYPE	DESCRIPTION	QTY	DAYS/MONTHS/YEARS	QTY	DAYS/MONTHS/YEARS
APCK	A/P CHECKS (EXAMPLE)	30	DAYS	2	MONTHS
	NORMAL				
	EOY				
	IMAGE INDEX				
	IMAGE DOC				
TYPE	DESCRIPTION				
	NORMAL				
	EOY				
	IMAGE INDEX				
	IMAGE DOC				
TYPE	DESCRIPTION				
	NORMAL				
	EOY				
	IMAGE INDEX				
	IMAGE DOC				

Reynolds & Reynolds:
 Supervisor Approval _____

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