

To:  
 Dealership's Name  
 Fax ( ) -

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

**SIN – RO HISTORY RETENTION**

POWER Software Consultants:

This letter serves as my formal request to have the (SIN) – RO History retention changed. I would like this change made within the next 10 days.

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

I also understand and agree that increasing the SIN 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	
	Qty	DAYS/MONTHS/YEARS	Qty	DAYS/MONTHS/YEARS
Group 1 – Basic Customer Concern/Correction (Example)	12	MONTHS	18	MONTHS
Group 1: Prefix _____				
Group 1 – Basic Customer Concern/Correction				
Group 1 – Expanded Customer Concern/Correction				
Group 1 – Technician Comments				
Group 1 – Parts Details				
Group 1 – Technician Timestamps				
Group 1 – Images				
Group 2: Prefix _____				
Group 2 – Basic Customer Concern/Correction				
Group 2 – Expanded Customer Concern/Correction				
Group 2 – Technician Comments				
Group 2 – Parts Details				
Group 2 – Technician Timestamps				
Group 2 – Images				
Default – Basic Customer Concern/Correction				
Default – Expanded Customer Concern/Correction				
Default – Technician Comments				
Default – Parts Details				
Default – Technician Timestamps				
Default – Images				

Reynolds & Reynolds Supervisor Initials: \_\_\_\_\_

Rev. 02/08