

**\*\*DIRECTIONS\*\***

1. Enter the tape number for each tape you are requesting to be deleted from your computer tape library in the TAPE# field.
2. Enter the backup tape type for each tape number(s) you are requesting to have deleted from the computer tape library system. The backup tape type can be found in the Tape Library Maintenance "TYPE-OF-TAPE" field.
3. Enter the create date for each tape number you are requesting to have deleted from computer tape library system. The create date can be found in the Tape Library Maintenance "CREATE DATE" field.
4. Enter the reason you would like to have the tape(s) deleted from your computer tape library system. This should be done for each tape you are requesting be deleted from your computer tape library system. Enter this in the "REASON TAPE SHOULD BE DELETED FROM TAPE LIBRARY SYSTEM" field.
5. If you are requesting more than ten tapes be deleted from you computer tape library 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#	TAPE TYPE	CREATE-DATE OF TAPE	EXPIRE-DATE OF TAPE	REASON FOR DELETING TAPE# FROM YOUR COMPUTER TAPE LIBRARY SYSTEM

I here by authorize Reynolds & Reynolds to delete the tape numbers on this form from my computer tape library system. I assume all responsibility for the tape(s) and the data on the tape(s). I realize by deleting the tapes from my computer tape library system the record of the tape will no longer exist on my computer system.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name (Please Print)** \_\_\_\_\_ **Title** \_\_\_\_\_

**Dealership Name** \_\_\_\_\_

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

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

