

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

1. Enter the tape number for each tape you are requesting to be expired for reuse as a backup tape the TAPE# field.
2. Enter the backup tape type for each tape number(s) you are requesting to have expired for reuse as a backup tape. 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 expired for reuse as a backup tape. 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) expired for reuse as a backup tape. This should be done for each tape you are requesting be expired for reuse as a backup tape. Enter this in the "REASON TAPE SHOULD BE EXPIRED FOR REUSE AS A BACKUP TAPE " field.
5. If you are requesting more than ten tapes be expired for reuse as a backup tape 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 TAPE SHOULD BE EXPIRED FOR REUSE AS A BACKUP TAPE

I here by authorize UCS to expire the tape numbers on this form in my computer tape library system. I assume all responsibility for the tape(s) and the data on the tape(s). I realize by expiring the tapes in my computer tape library system the tape can be reused as a backup destroying any data previously stored on the tape.

**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.

