

To:  
 Dealership's Name  
 ( ) - fax

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

**CLK - TIME CLOCK RETENTION**

POWER Software Consultants:

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

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

I also understand and agree that increasing the PAY 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
TIME CLOCK RECORDS (Example)	60	DAYS	3	MONTHS
TIME CLOCK RECORDS				
UNUSED DEPARTMENTS				
UNUSED WORK SCHEDULES				
UNUSED REPORTS				

Reynolds & Reynolds:  
 Supervisor Approval \_\_\_\_\_

Rev. 02/08