**SQL SERVER DATABASE RETIREMENT REQUEST FORM**

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| **Server / Host Name** |  | *Please specify the Server / Host Name* |
| **Instance Name** |  | *Please specify the SQL Server Instance Name* |
| **Database Name** |  | *Please specify the Database Name* |
| **Database Backup Retention** |  | *Please specify if a final backup of the database should be retained for an amount of time outside of the standard retention policies* |
| **Warm Shutdown Period** |  | *How long should the database be in an OFFLINE state before physical deletion?* |
| **Deletion Date** |  | *When should the database be deleted from the instance?* |