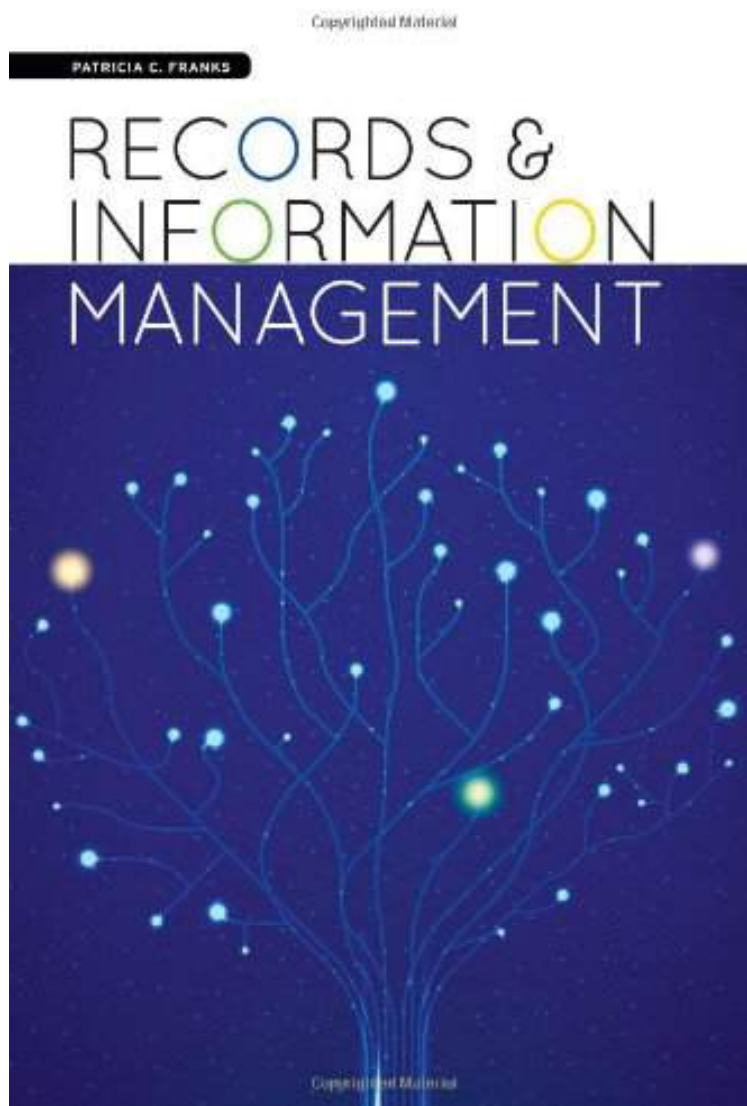


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## Records and Information Management

*By Patricia C. Franks*

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