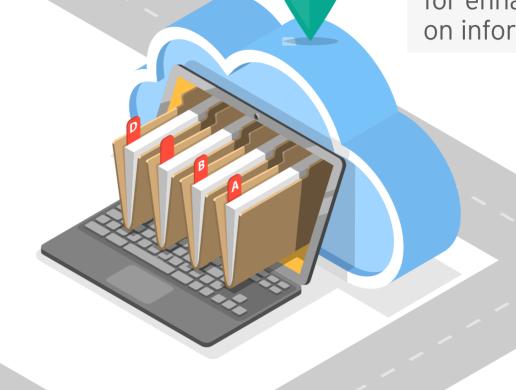


- □ Retention
- □ Geographic Reqs
- □ Digitization Status



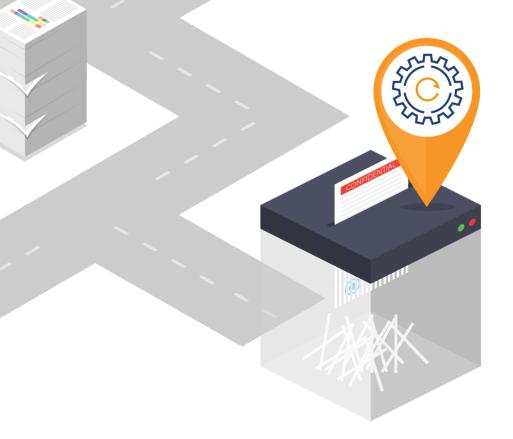




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## DIGITIZE

Transition to electronic records for enhanced return on information



## DESTROY

Minimize risk and cost of storing records past retention