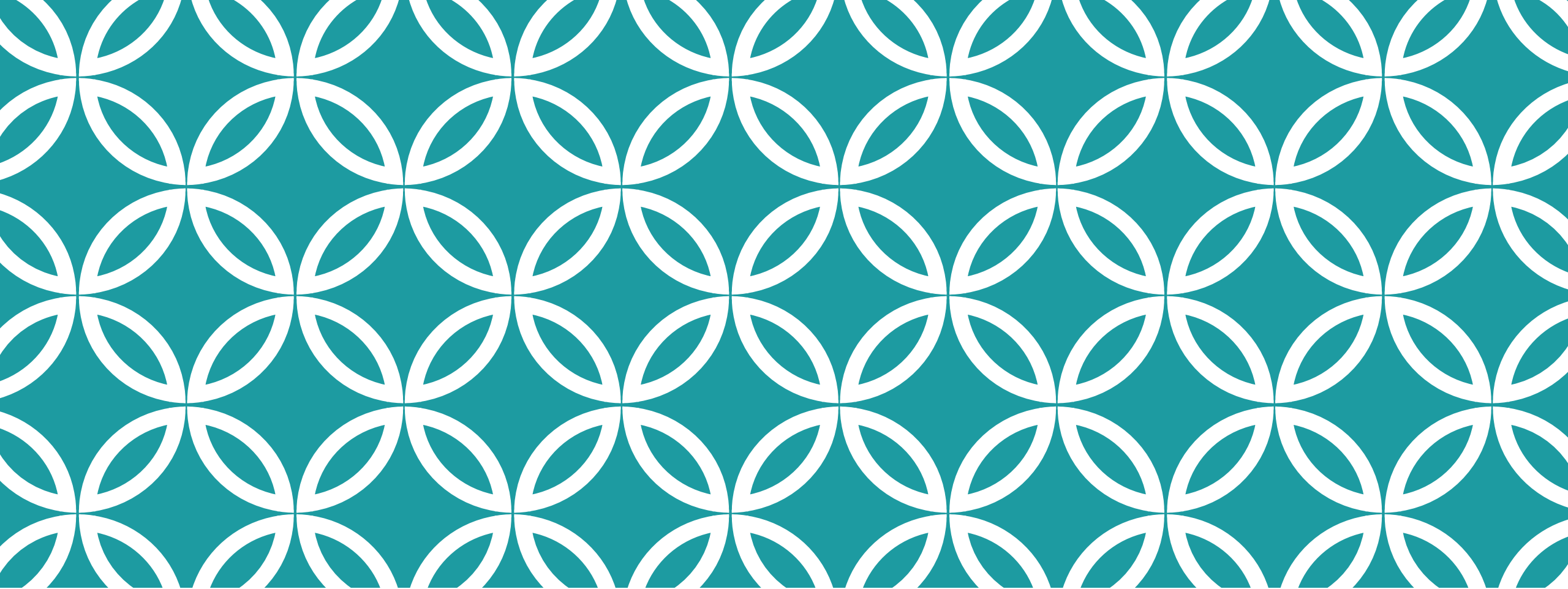


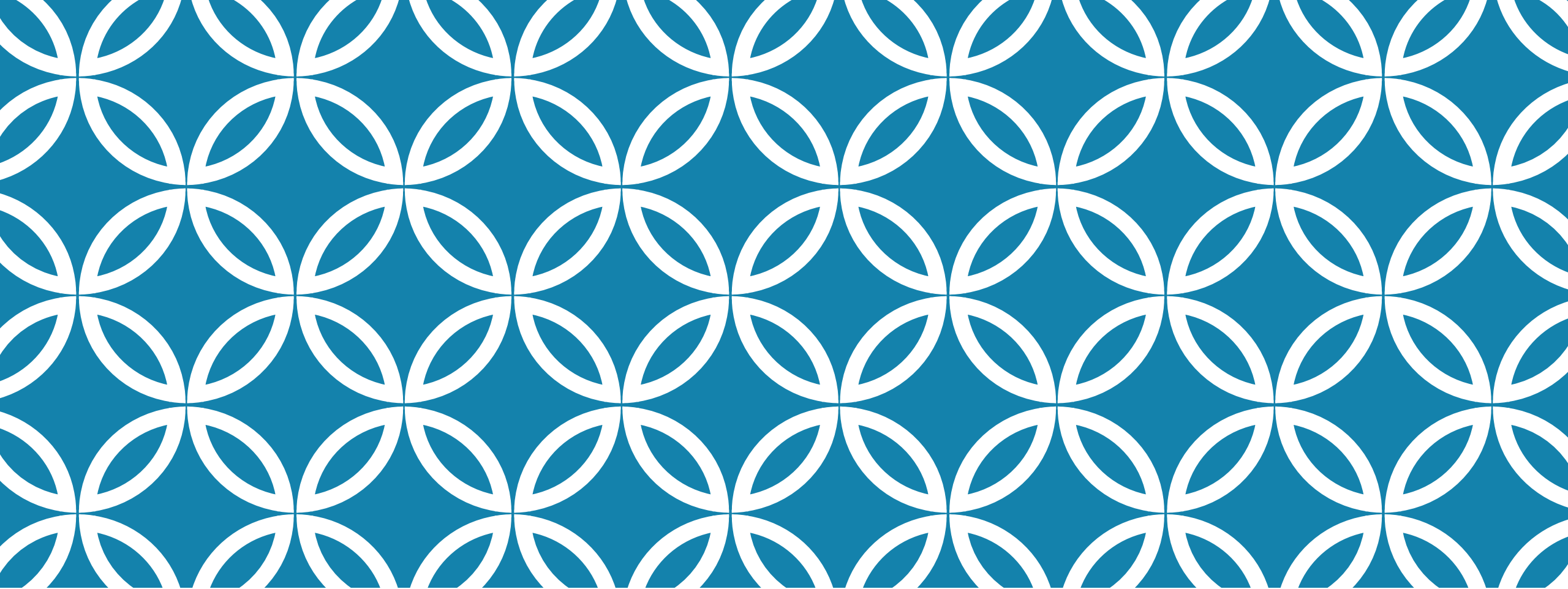


**WHY IS RECORDS RETENTION
IMPORTANT???**





PRESERVATION FOR OUR FUTURE |

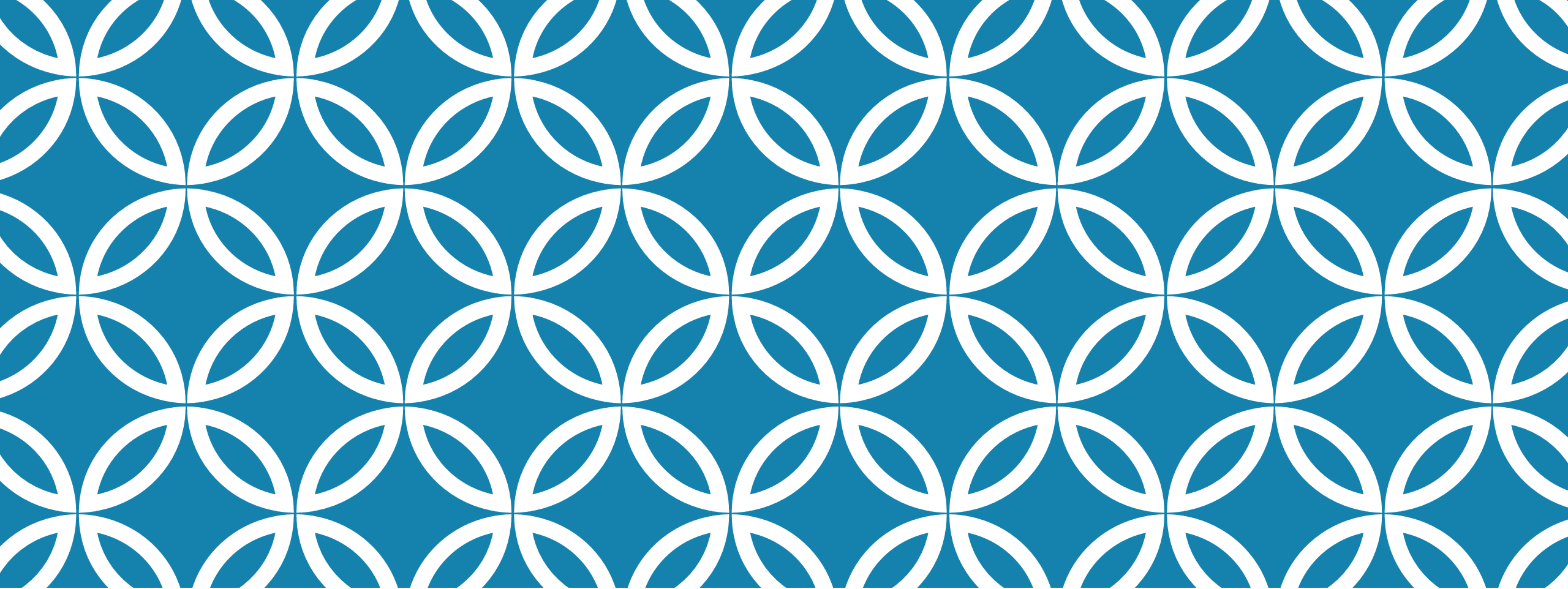


CLEAR & CONCISE INFORMATION |



RECORDS RETENTION MANUAL





IMPORTANCE OF RECORDS PRESERVATION

