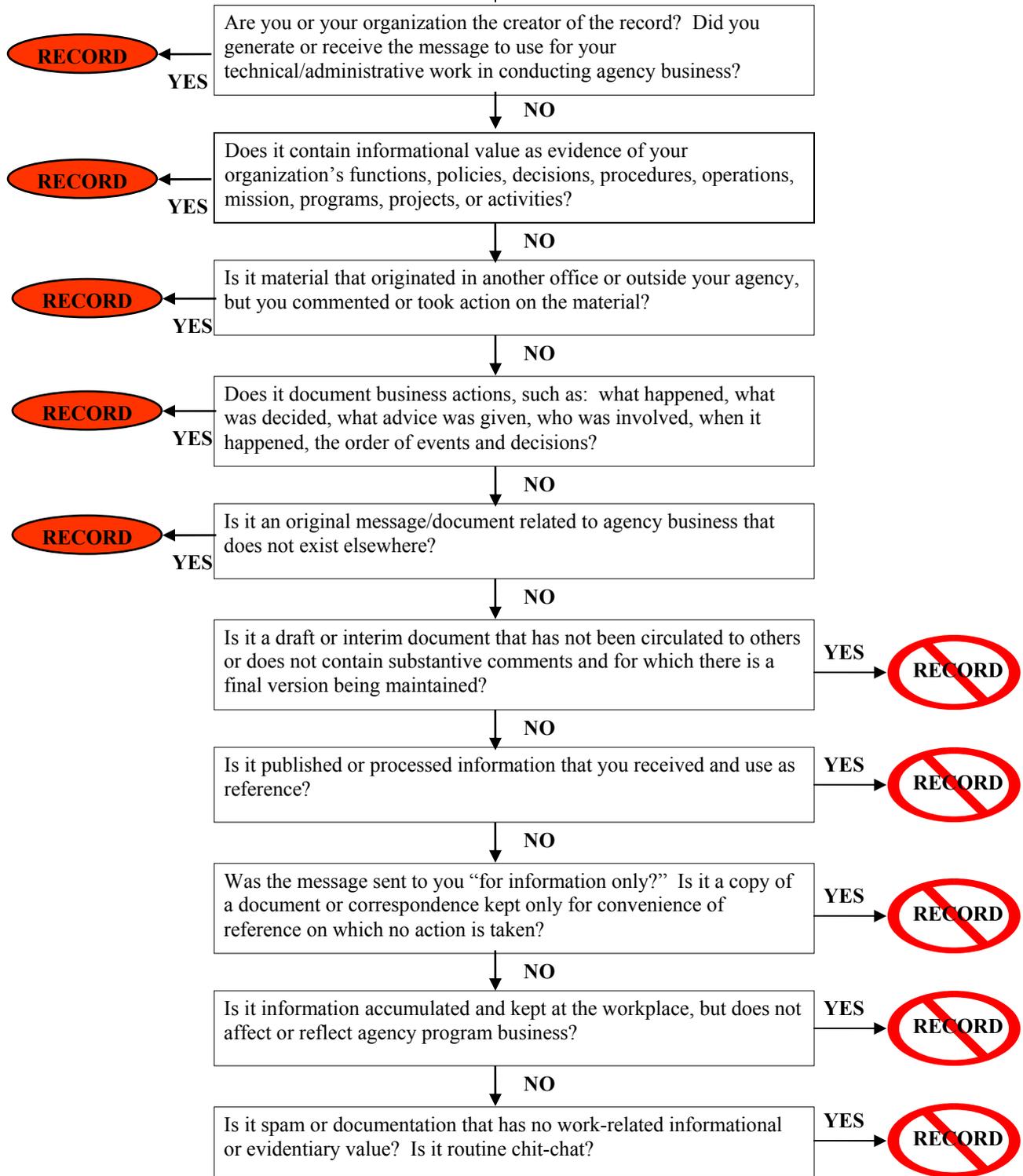


# Is It A Record?

## Email Message



**When in doubt, treat it as a record.**  
Call your Records Officer for information.