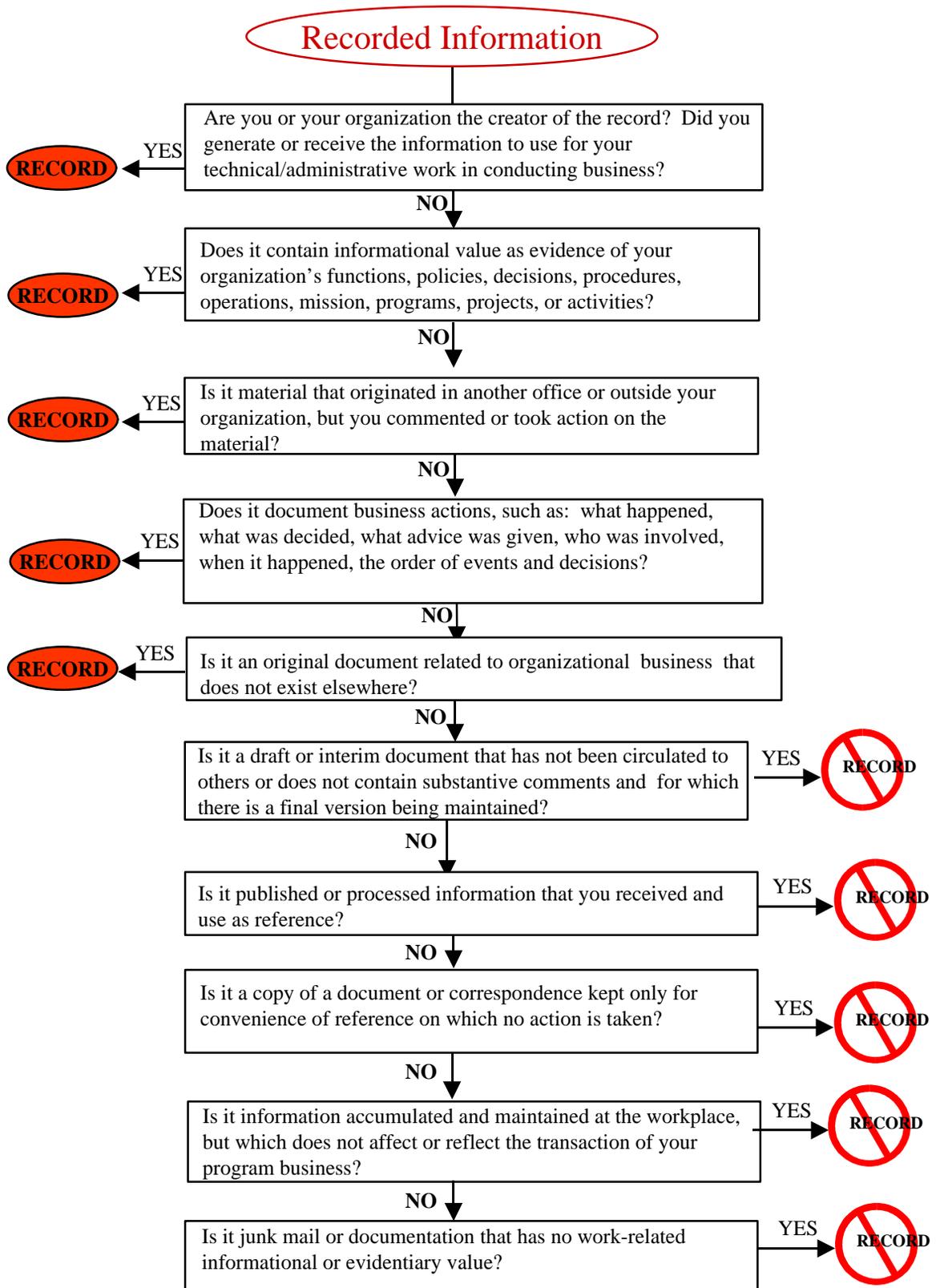


Is It A Record?



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