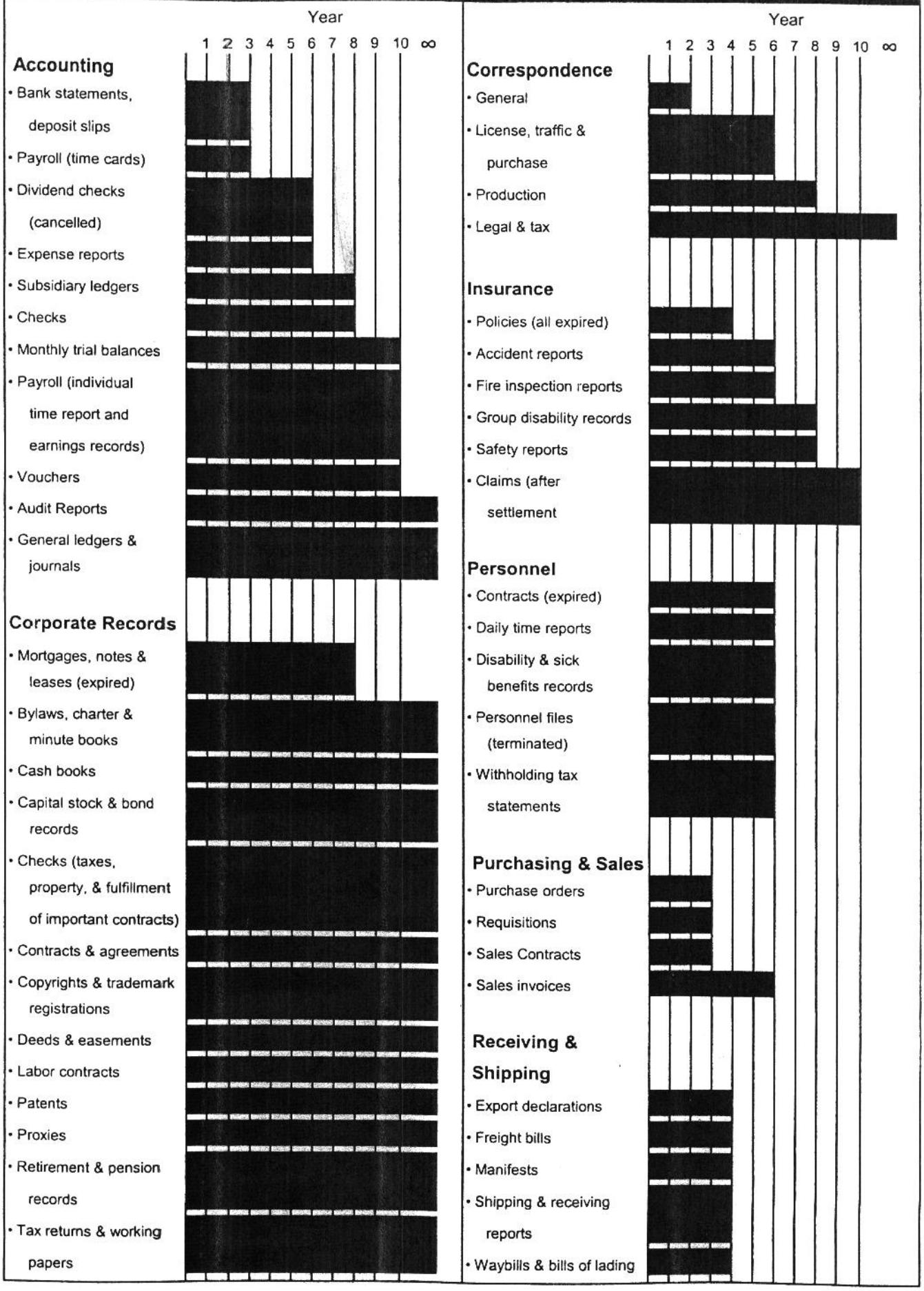Records Retention Reference Guide