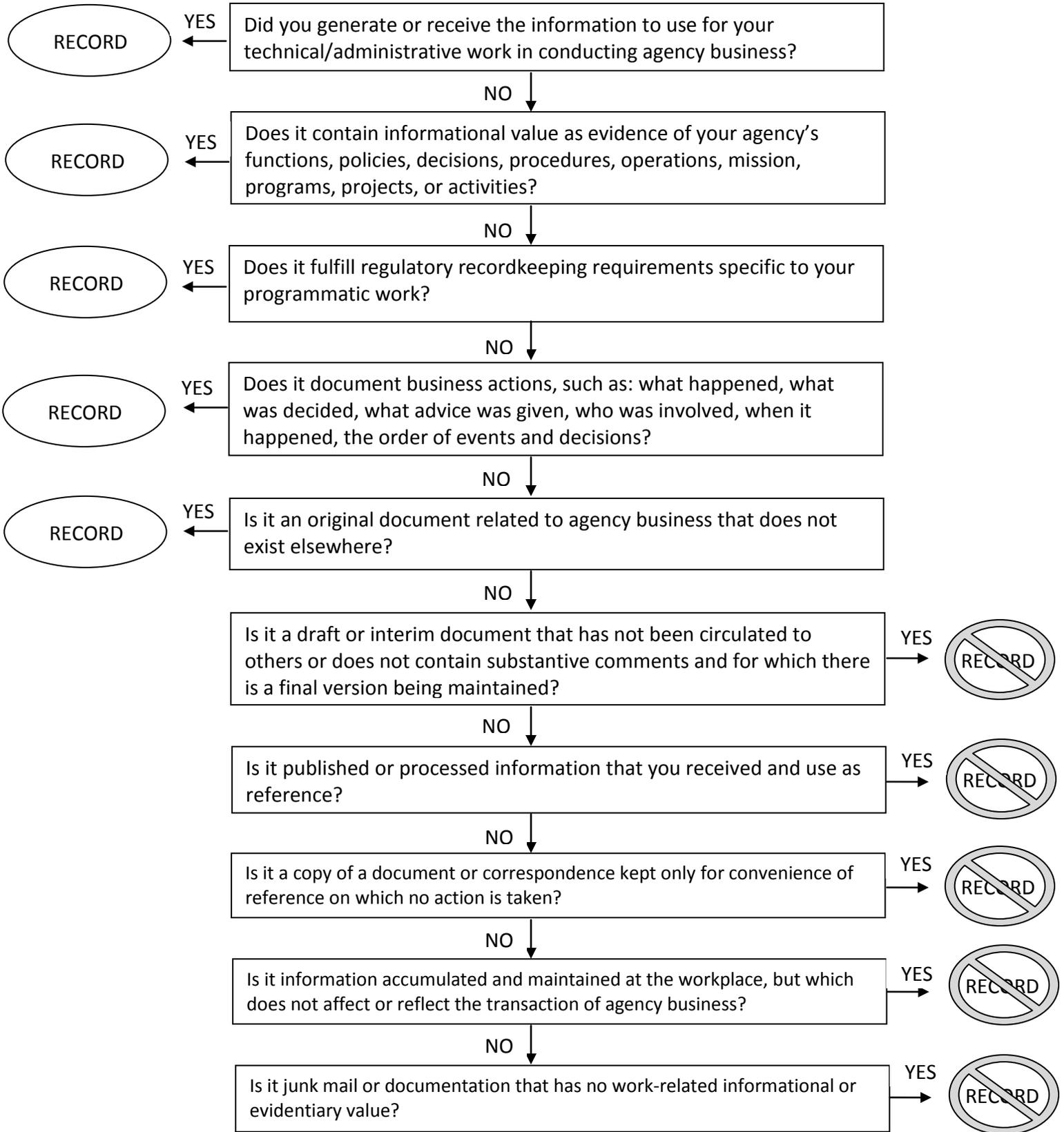


# Is It A Record?



When in doubt, treat it as a record.  
Call your records officer for information.