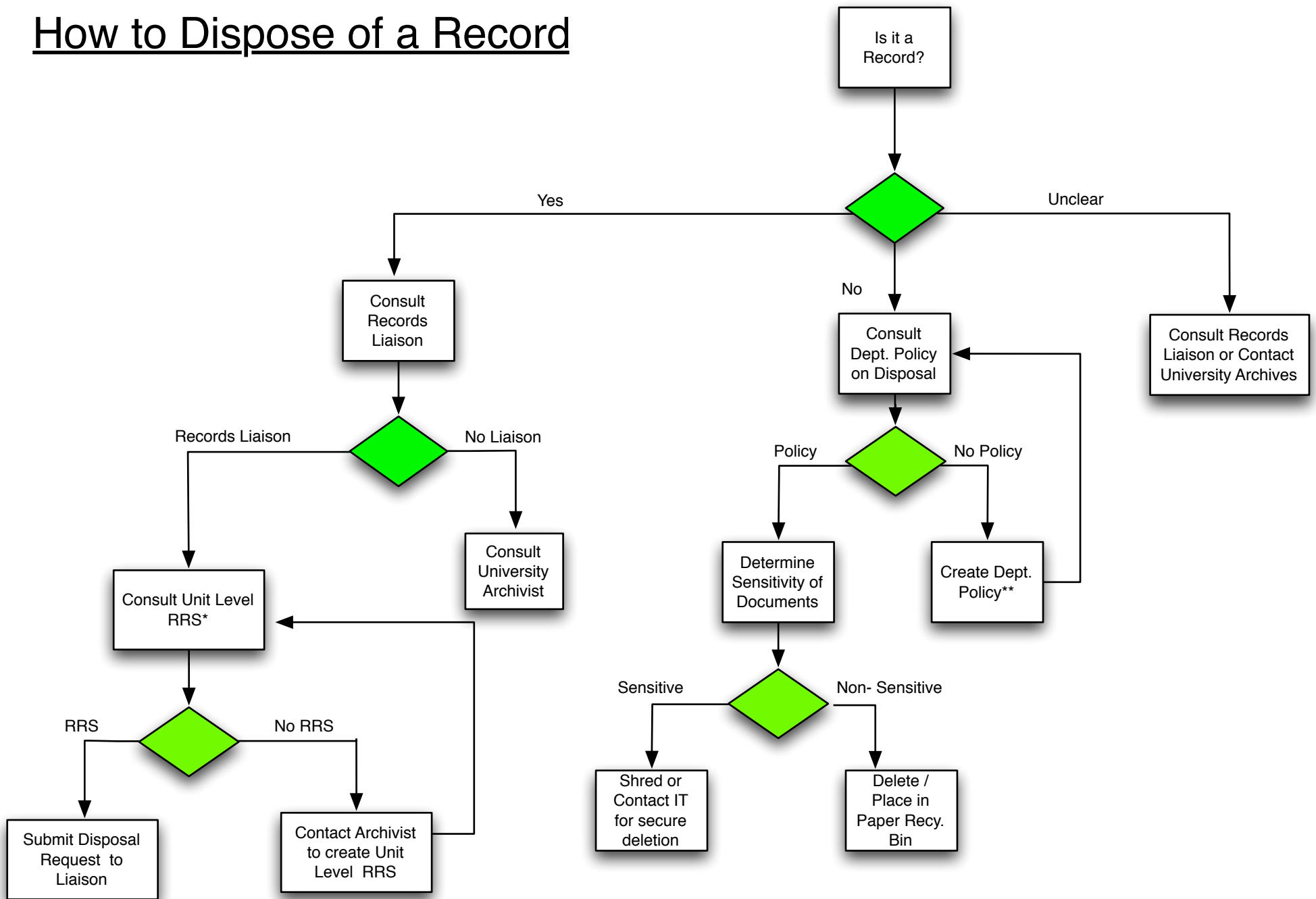


How to Dispose of a Record



*Records Retention Schedule

**Consult Best Practices for creating non-records disposal policy