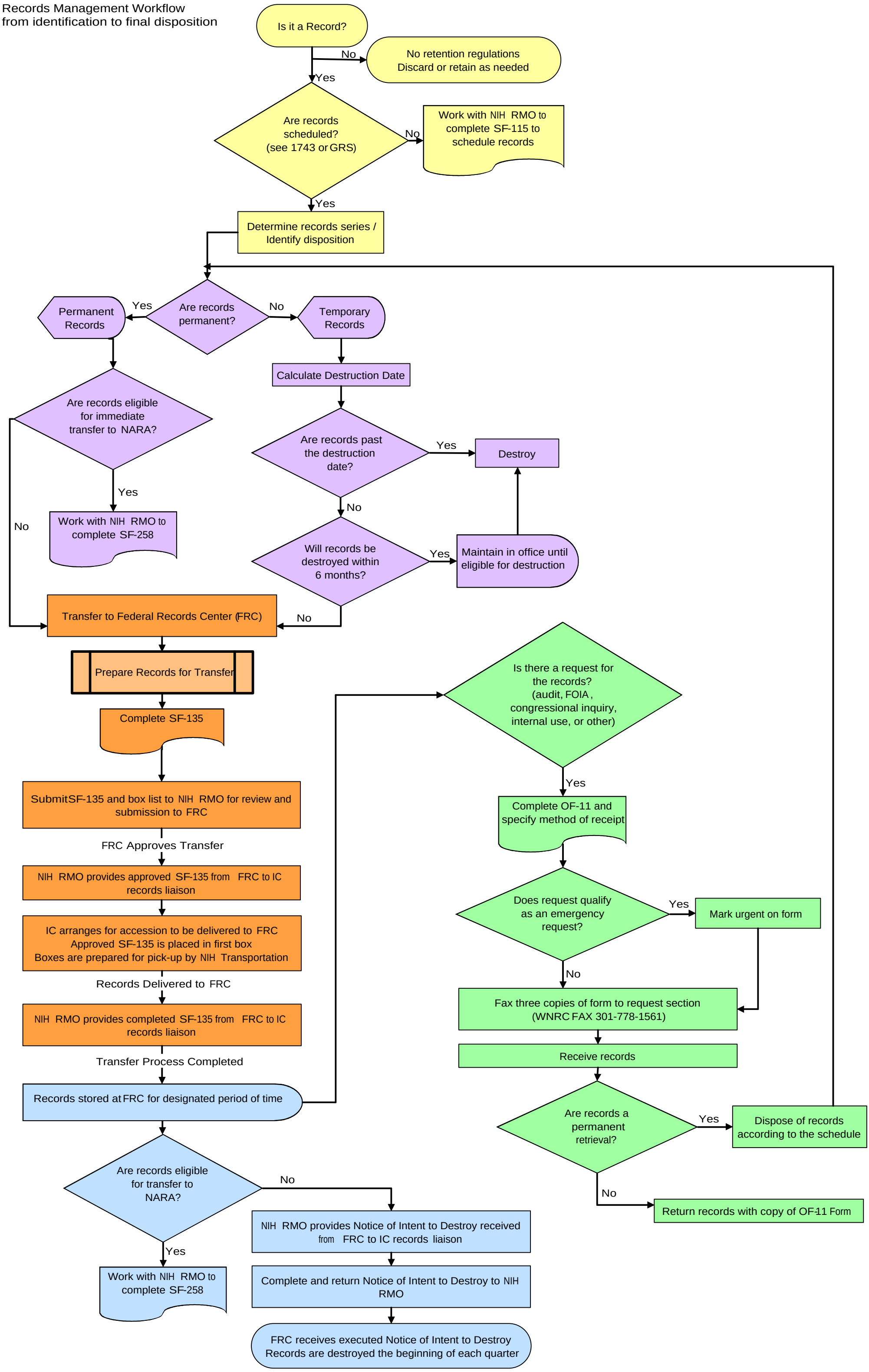
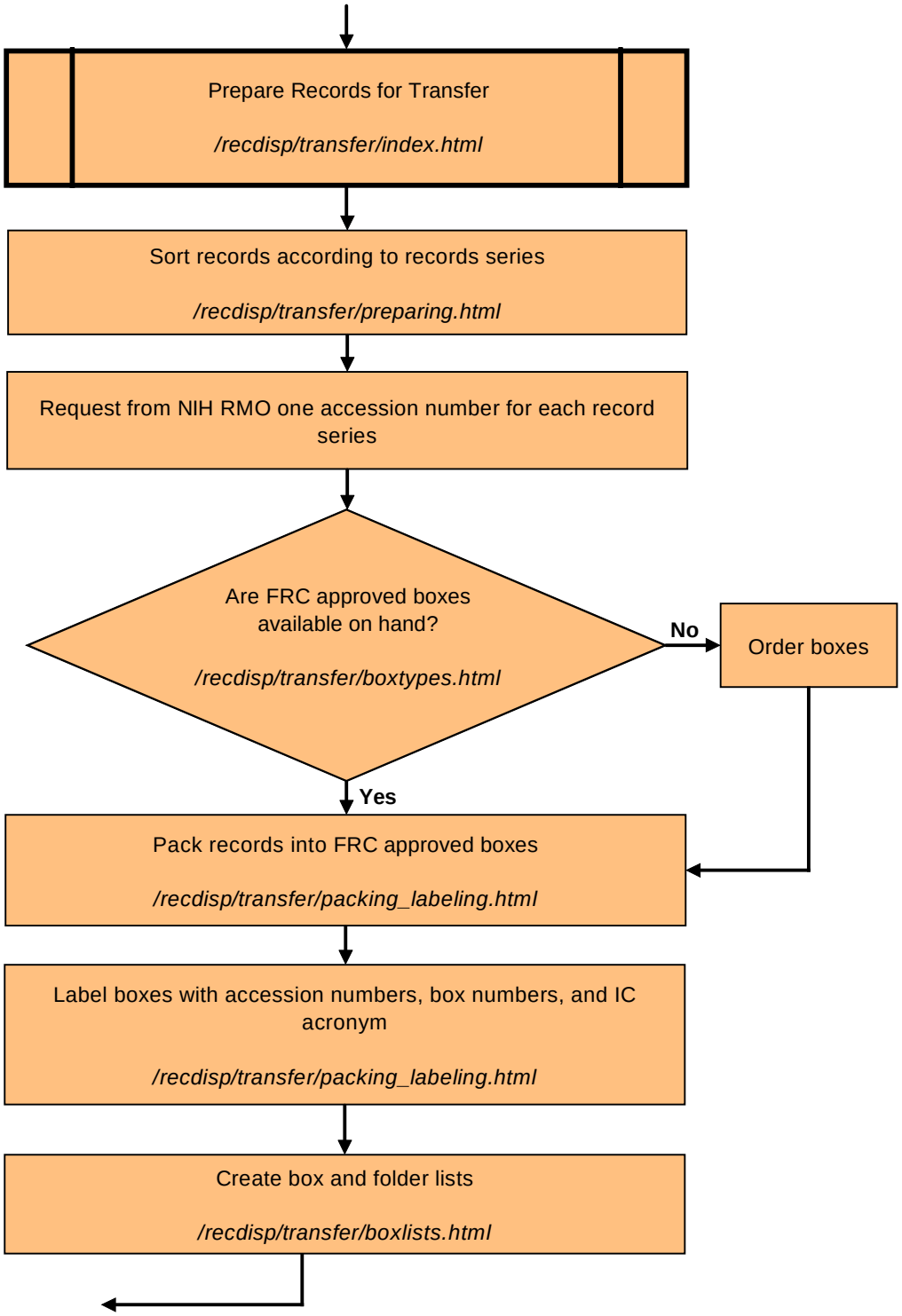
Records Management Workflow
from identification to final disposition



Prepare records sub-routine