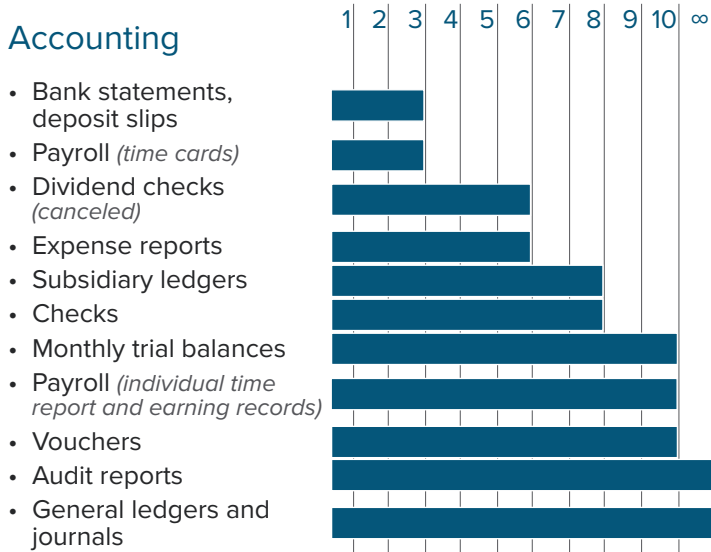




REFERENCE GUIDE: RECORDS RETENTION

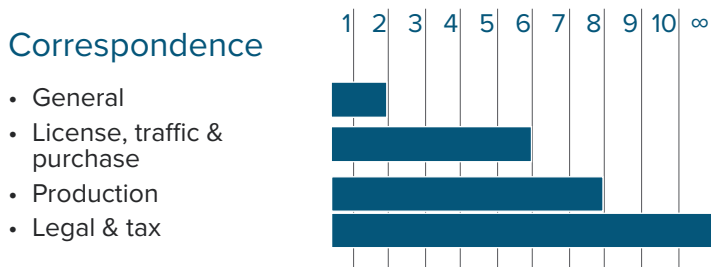
Accounting



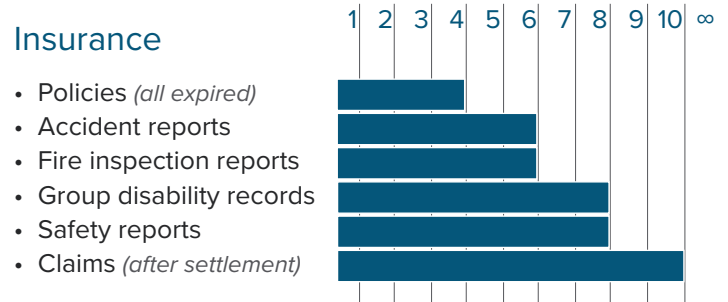
Corporate Records



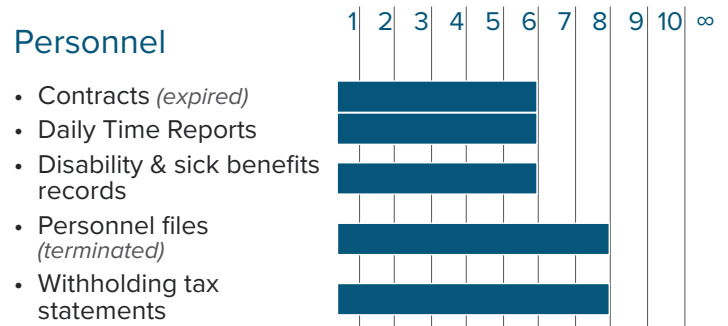
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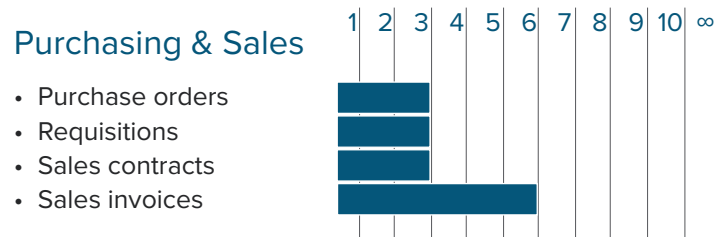
Insurance



Personnel



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