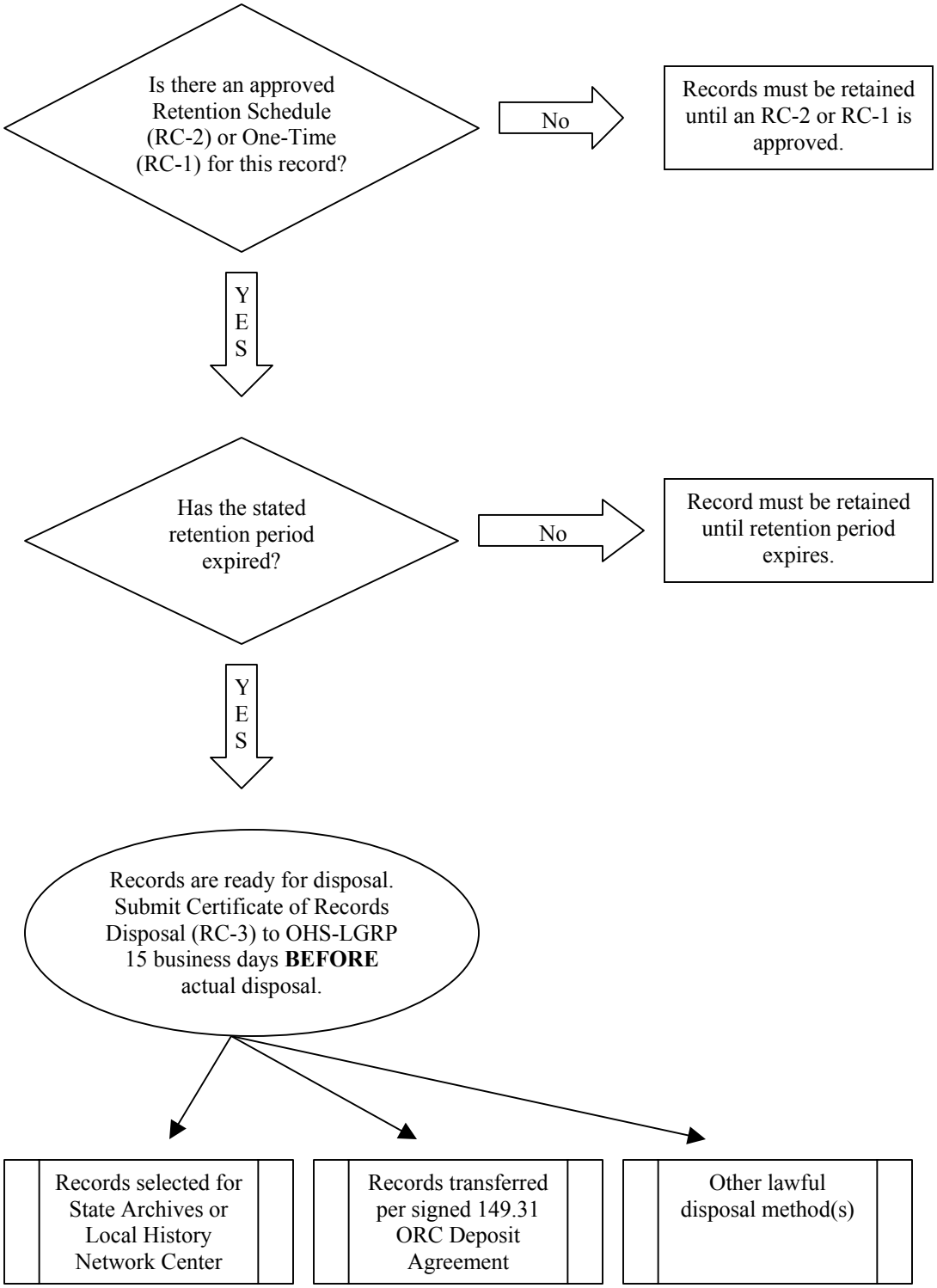RECORDS DISPOSAL PROCESS; DETERMINING RECORDS DISPOSAL