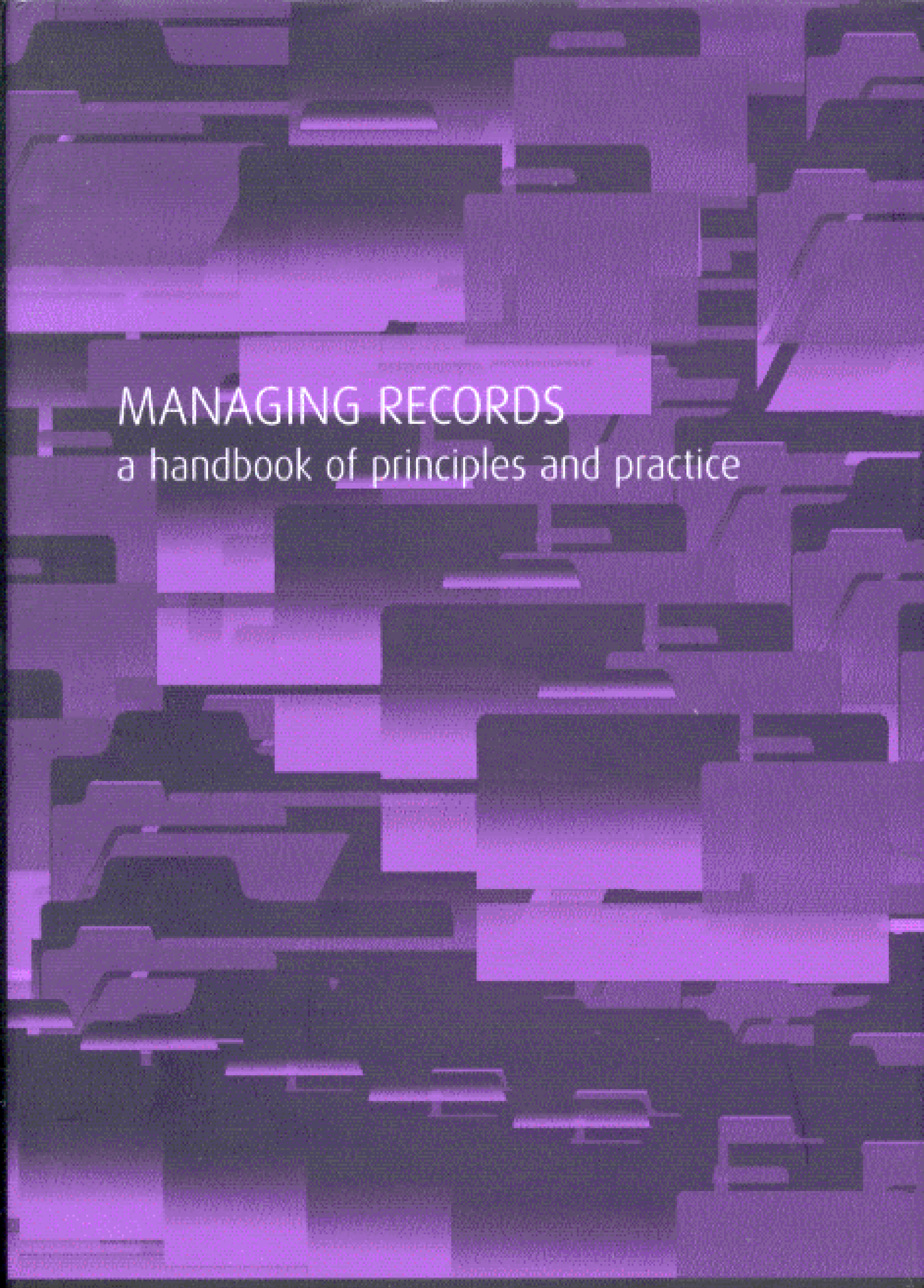

MANAGING RECORDS

a handbook of principles and practice

Elizabeth Shepherd and Geoffrey Yeo

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