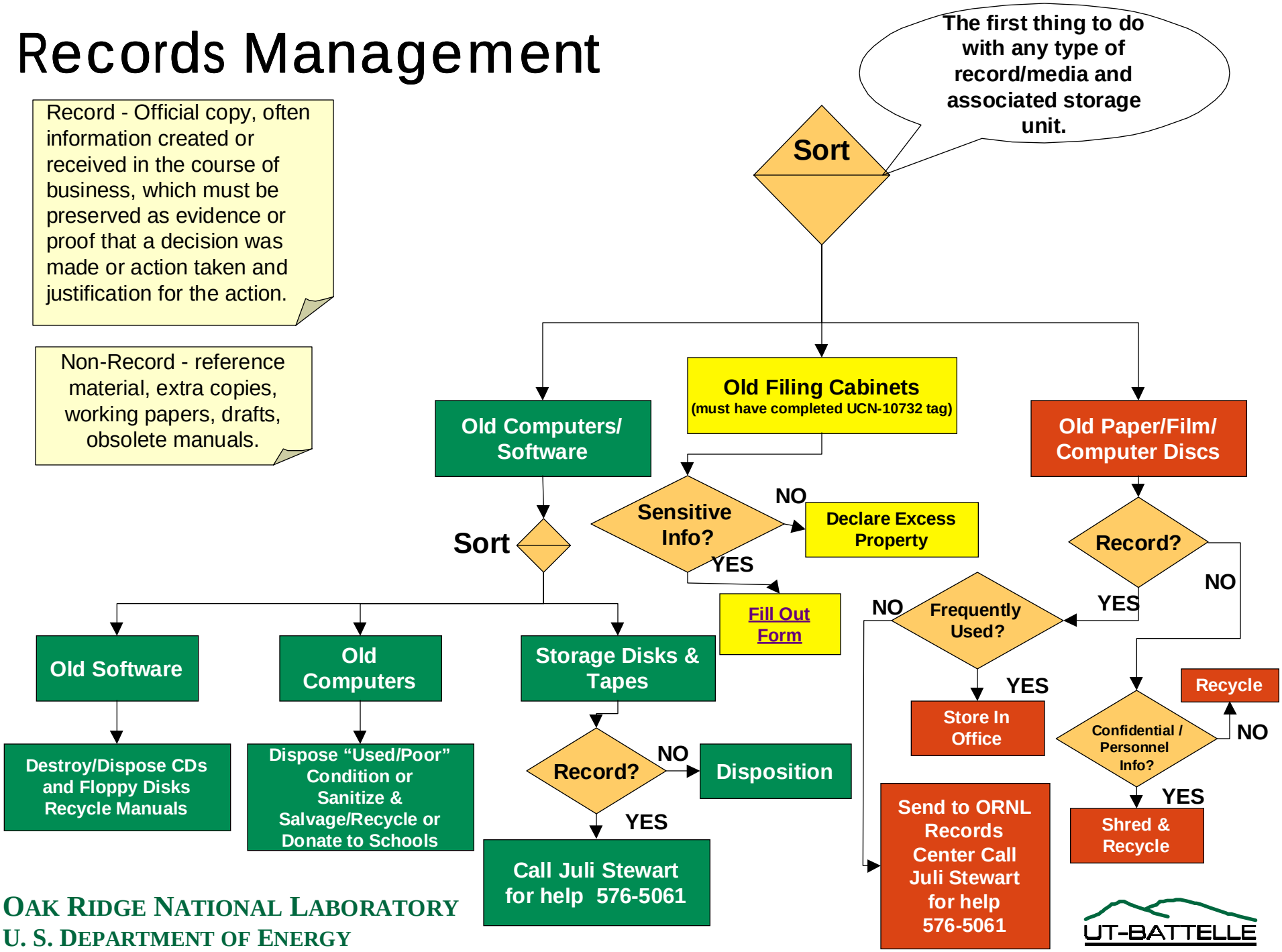
Records Management

Record - Official copy, often information created or received in the course of business, which must be preserved as evidence or proof that a decision was made or action taken and justification for the action.

Non-Record - reference material, extra copies, working papers, drafts, obsolete manuals.