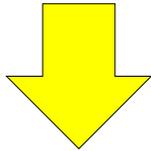
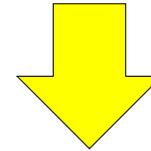


Balancing Retention and Access of Government Records



- **Retaining the right documents**
 - ★ **Historic value**
 - ★ **Current informational value**



- **Discarding the right documents**
 - ★ **Obsolete**
 - ★ **Superseded**
 - ★ **Lost current informational value**
- **Establishing workable procedures for efficiently classifying, storing, and retrieving retained records**

