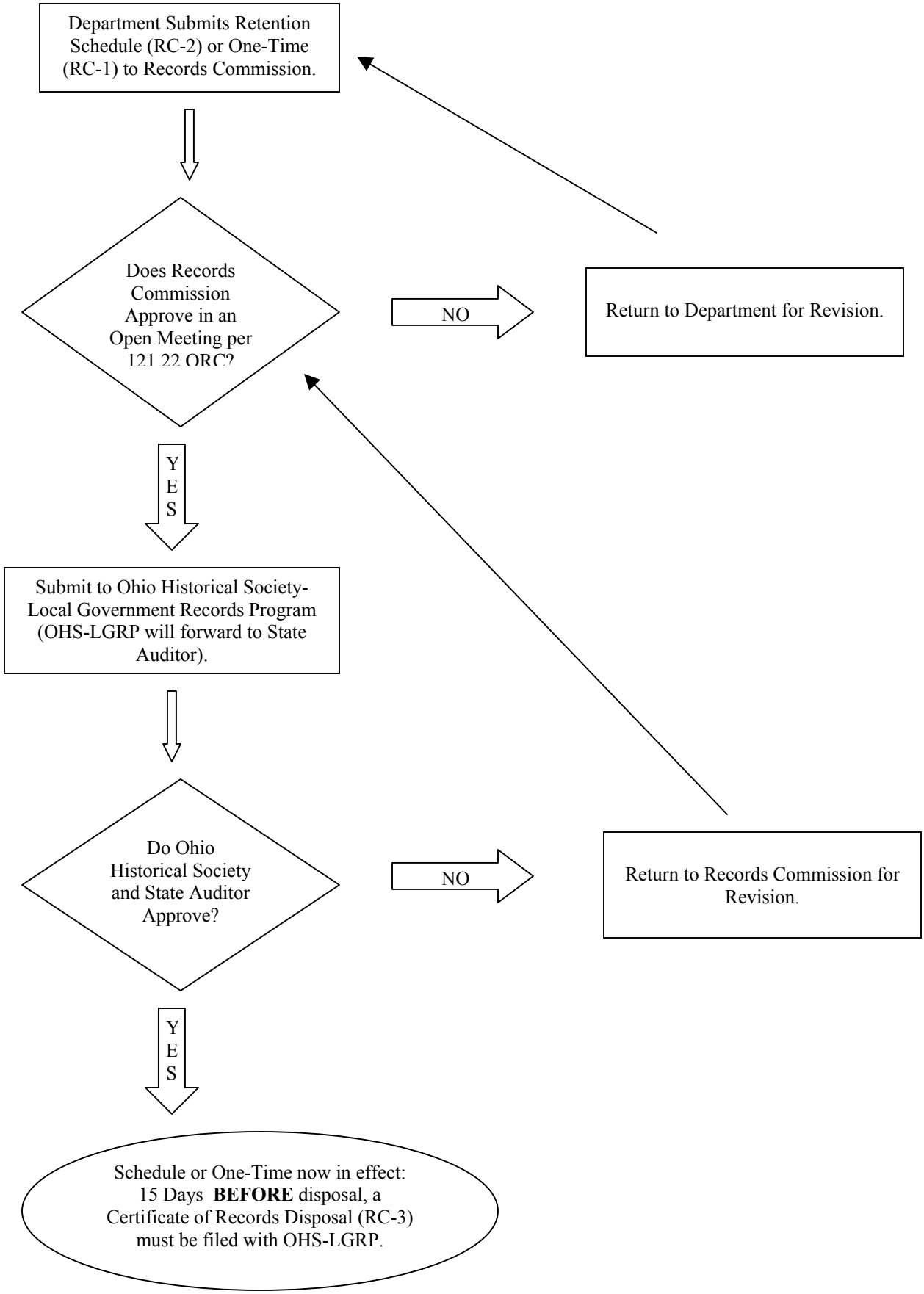APPROVAL PROCESS FOR RETENTION SCHEDULES (RC-2) AND ONE-TIME DISPOSALS (RC-1)