

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the specific procedures and protocols that must be followed to ensure that all records are properly maintained and updated.

3. The third part of the document provides a detailed overview of the various systems and tools that are used to manage and store the organization's records.

4. The fourth part of the document discusses the importance of regular audits and reviews to ensure that the records are accurate and up-to-date.

5. The fifth part of the document outlines the responsibilities of all staff members in ensuring that the records are properly maintained.

6. The sixth part of the document discusses the importance of data security and the measures that must be taken to protect the organization's records from unauthorized access.

7. The seventh part of the document provides a detailed overview of the various risks and challenges that are associated with maintaining accurate records.

8. The eighth part of the document outlines the various strategies and techniques that can be used to mitigate these risks and challenges.



1950

1951

1952

1953

1954

1955

1956

1957

1958

1959

1960

1961

1962

1963

1964

1965

1966

1967



1980

1981



Figure 1. Percentage of the population aged 65 and over, 1980-1981





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