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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.



Record Keeping Process	
Step	Description
1	Record Keeping
2	Data Collection
3	Data Entry
4	Data Storage
5	Data Retrieval
6	Data Analysis
7	Data Reporting







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Diagram illustrating the relationship between the variables x and y . The horizontal axis is labeled x and the vertical axis is labeled y . The diagram shows a curve that starts at the origin and increases as x increases.



x	y
0	0
1	1
2	4
3	9
4	16
5	25
6	36
7	49
8	64
9	81
10	100