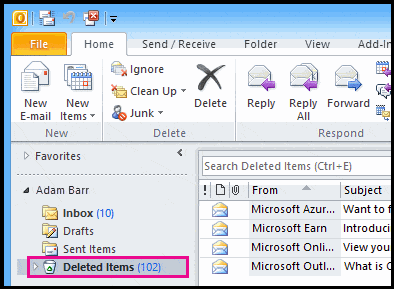


This monthly reminder is part of an essential office-wide cleanup effort of all electronic records.

We have a quick, easy activity in MS Outlook that you can do to help.   
READY…  
Right-click on your “Deleted Items” folder then scroll down and click on “Empty Folder”.   
****Thank you for taking the time participate as we free space on our servers and networks.

Please contact us if you have any questions.

XXX XXXX