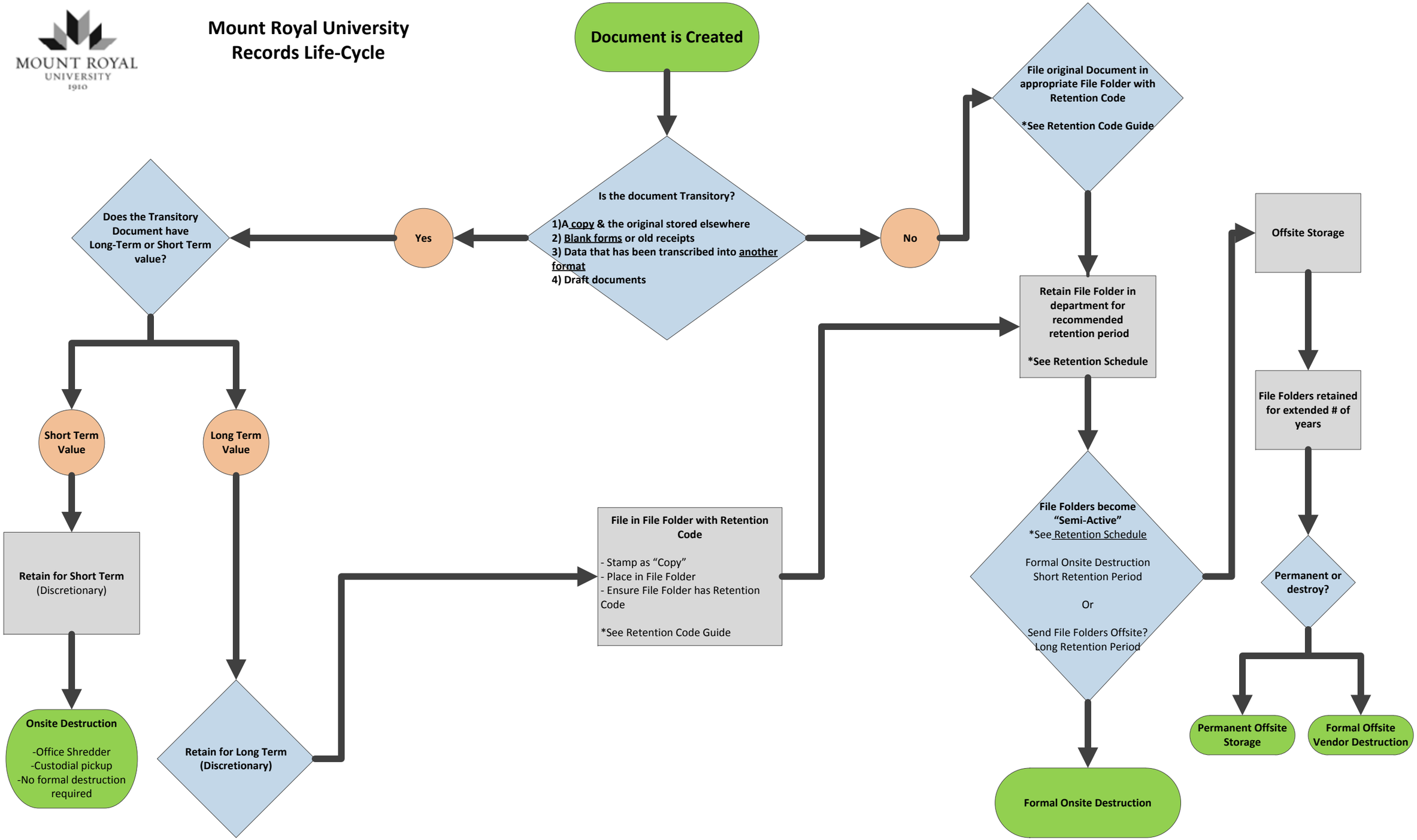Mount Royal University Records Life-Cycle