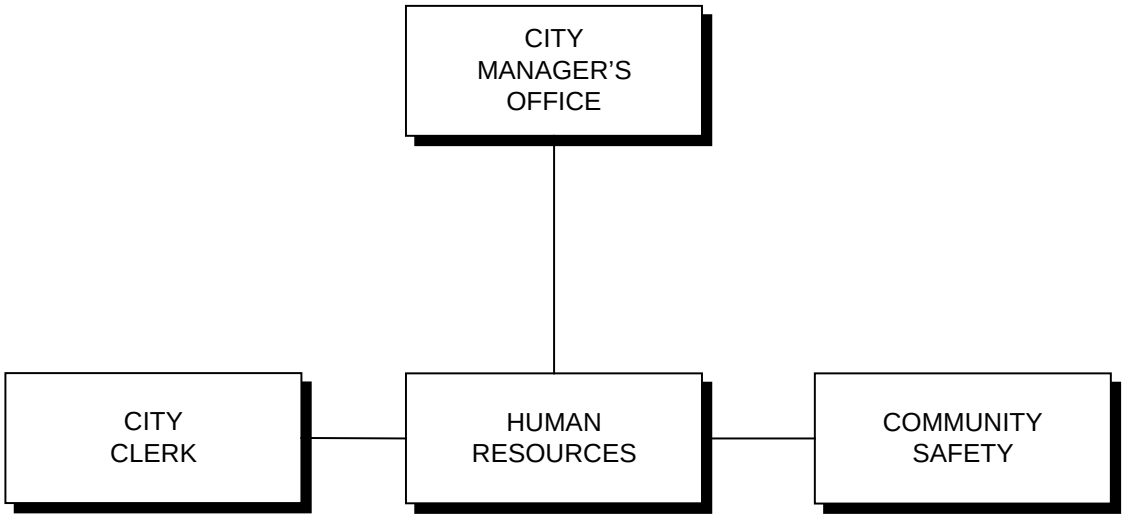ADMINISTRATION DEPARTMENT