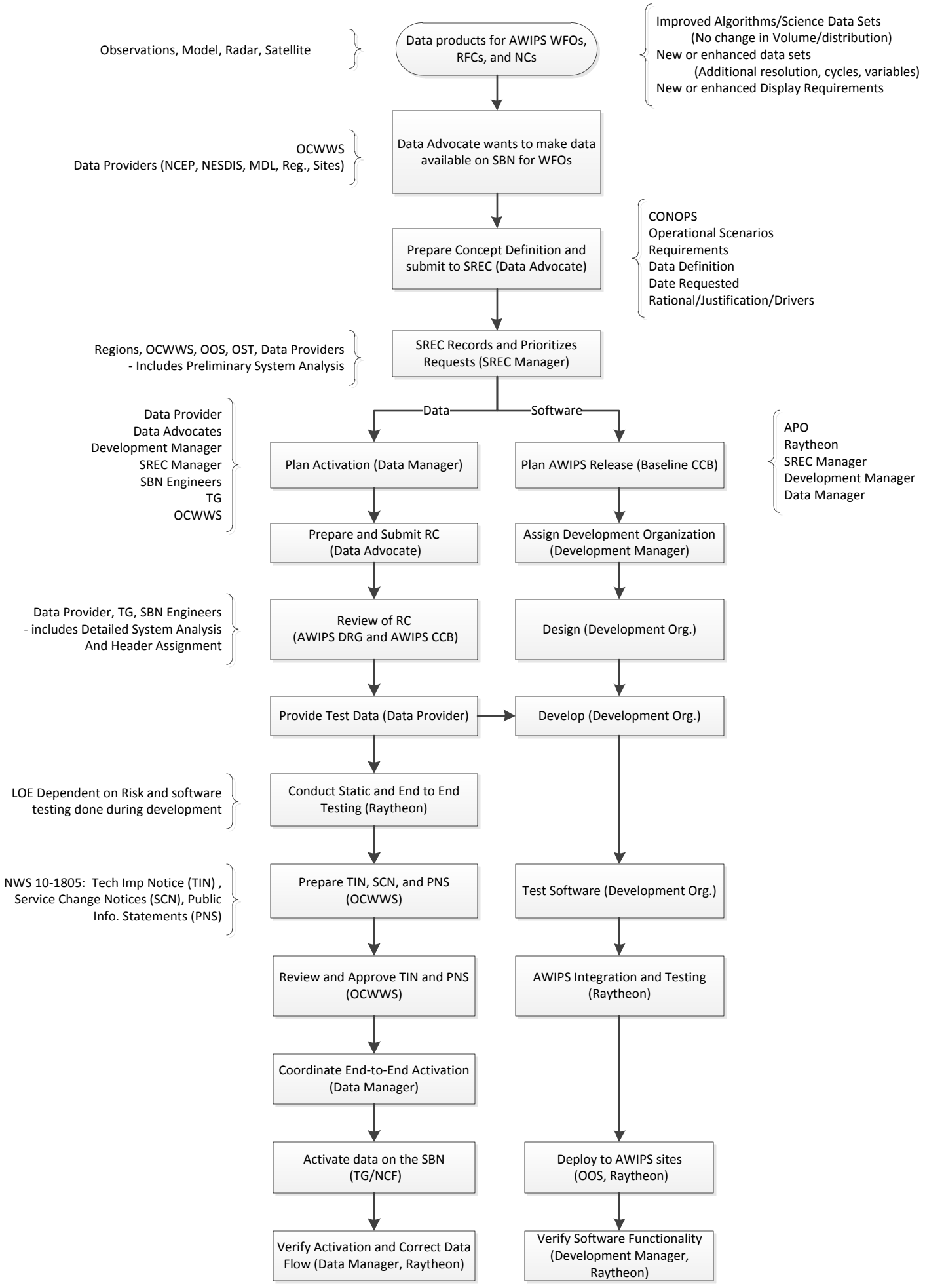Data Management Process – Dec 4, 2013