

12/15/2010

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

2. The second part of the document outlines the specific requirements for record-keeping, including the need to maintain original documents and to keep them in a secure and accessible location.

3. The third part of the document discusses the importance of regular audits and reviews to ensure that records are accurate and up-to-date.

4. The fourth part of the document discusses the importance of training and education for all personnel involved in record-keeping.

5. The fifth part of the document discusses the importance of maintaining records for a sufficient period of time to allow for future audits and reviews.

6. The sixth part of the document discusses the importance of maintaining records in a secure and confidential manner.

7. The seventh part of the document discusses the importance of maintaining records in a clear and legible manner.

8. The eighth part of the document discusses the importance of maintaining records in a consistent and uniform manner.

9. The ninth part of the document discusses the importance of maintaining records in a secure and confidential manner, including the use of physical and electronic security measures.

10. The tenth part of the document discusses the importance of maintaining records in a secure and confidential manner, including the use of physical and electronic security measures.