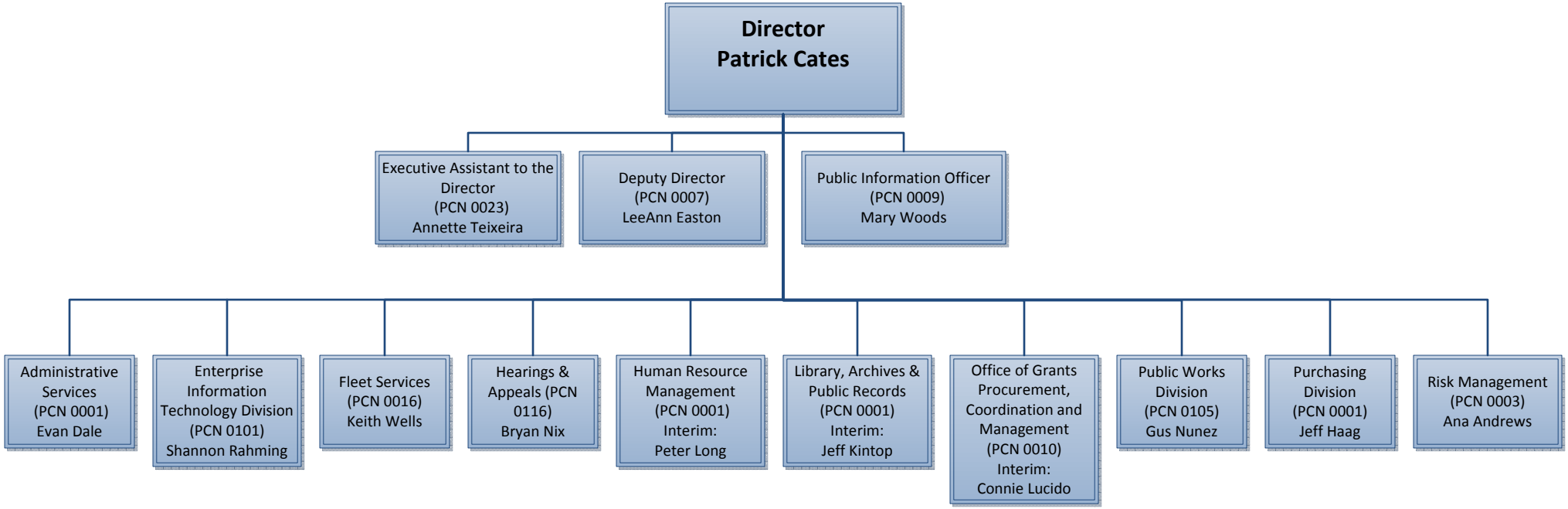DEPARTMENT OF ADMINISTRATION