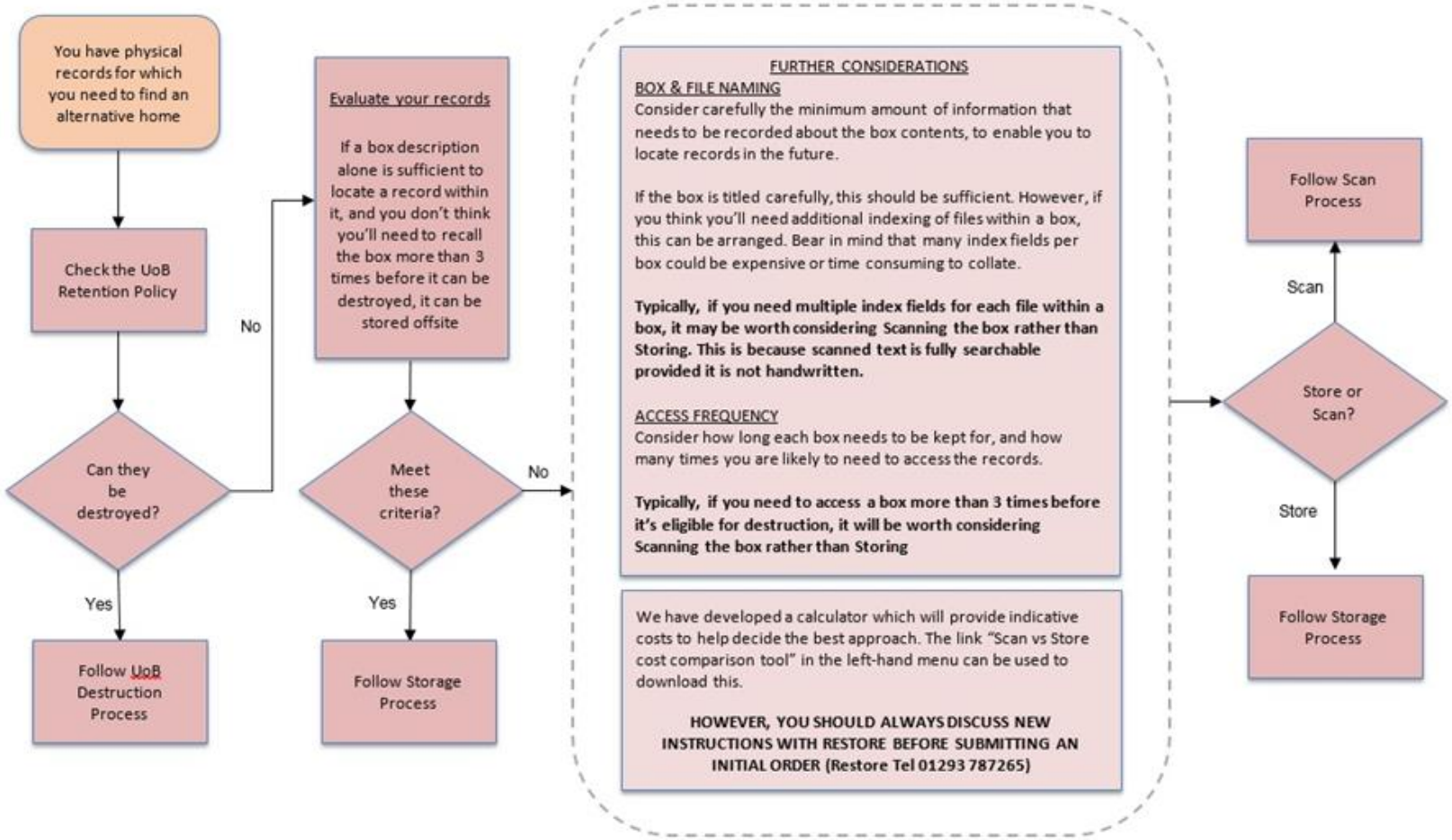Key areas to consider if you need a solution to storing physical records