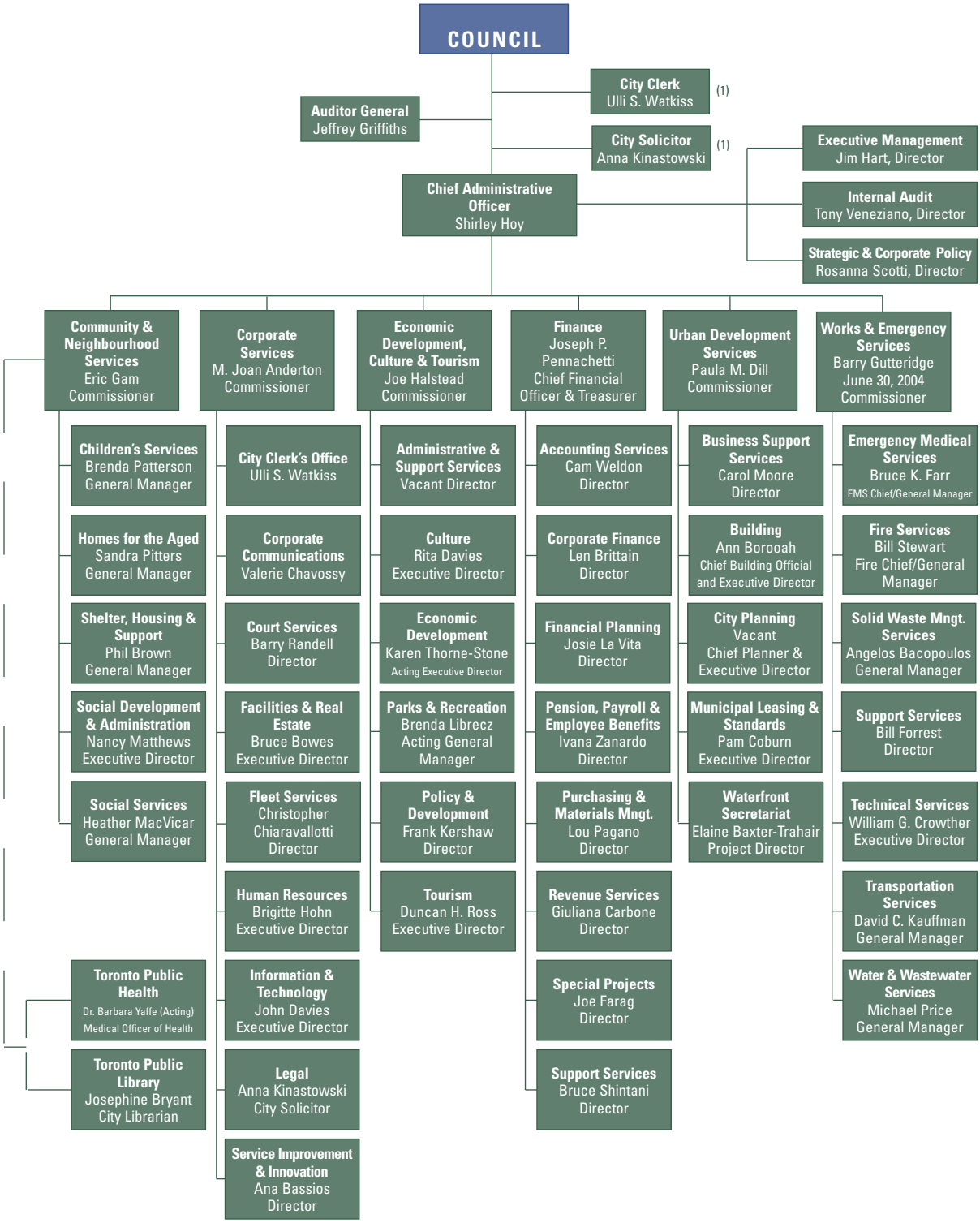ADMINISTRATIVE STRUCTURE