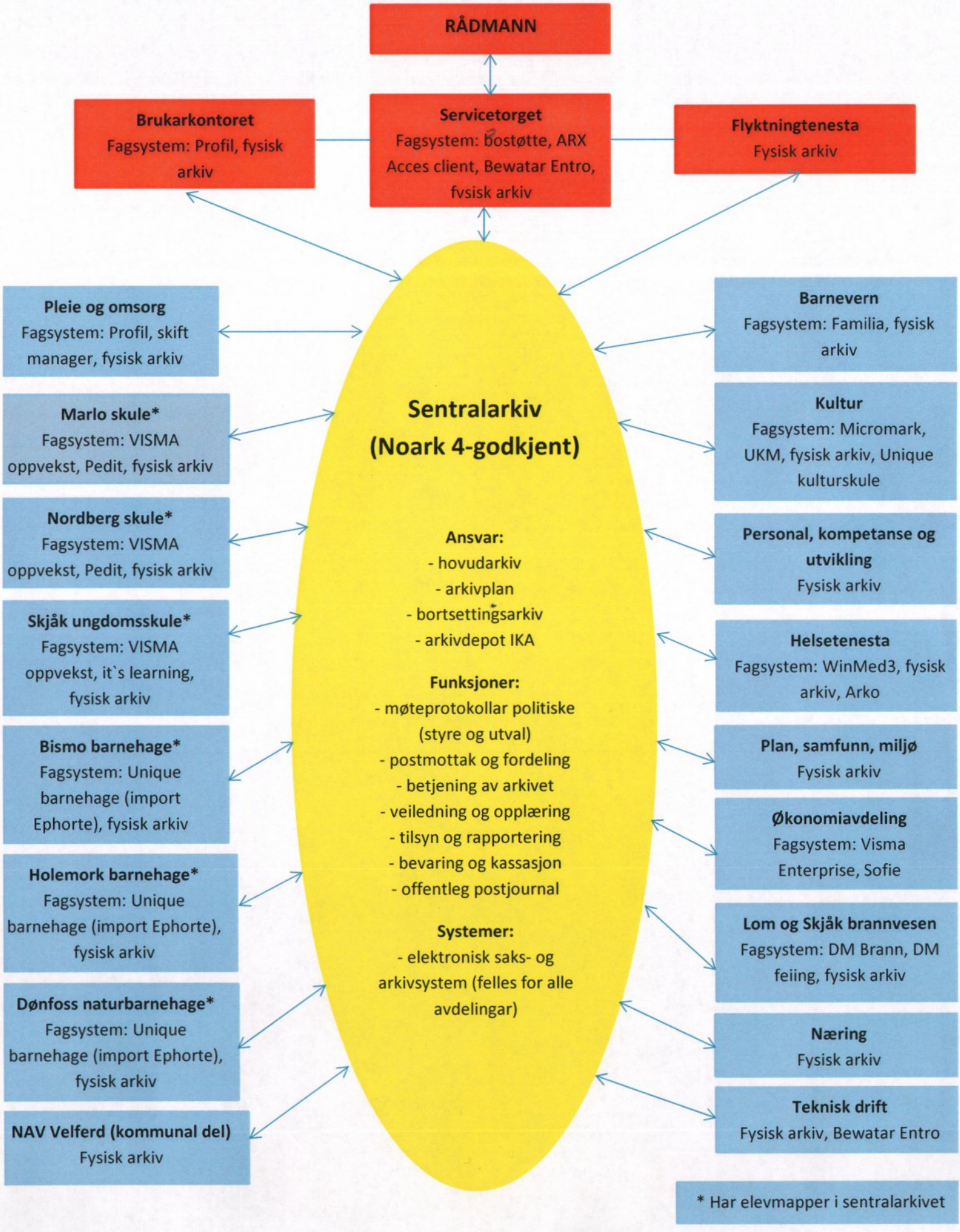Arkivorganisering