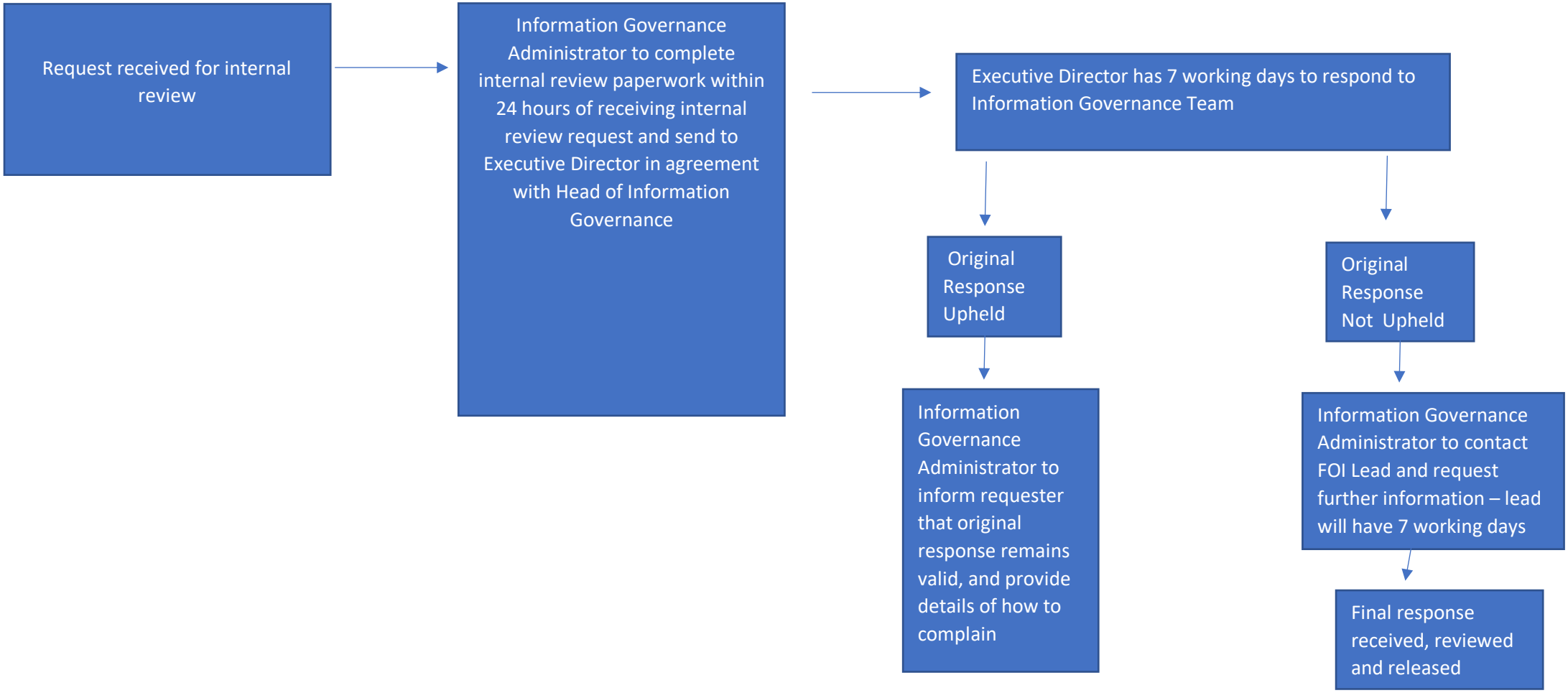Information Governance Team Process for Facilitating Internal Review Requests