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4. The fourth section explores the legal and regulatory requirements that govern record-keeping practices. It provides an overview of relevant laws and standards, such as the General Data Protection Regulation (GDPR) and industry-specific regulations. The text advises organizations to stay informed about changes in the legal landscape and to consult with legal counsel when necessary.

5. The fifth part of the document discusses the importance of regular audits and reviews of record-keeping systems. It explains how these activities can help identify weaknesses, ensure compliance, and improve overall efficiency. The text suggests conducting both internal and external audits and providing a clear framework for reporting findings and implementing corrective actions.

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