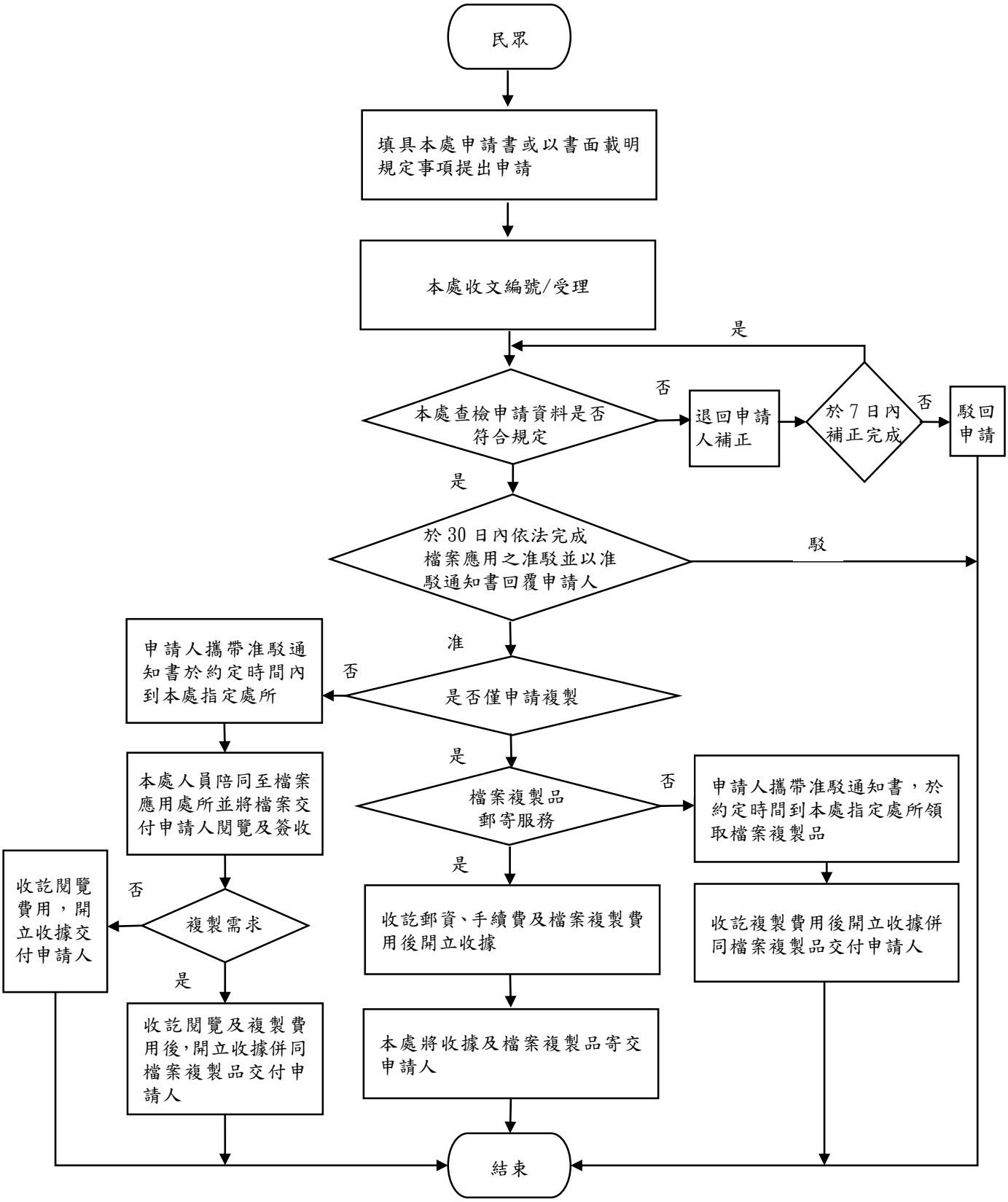臺中市政府秘書處檔案應用申請作業流程圖