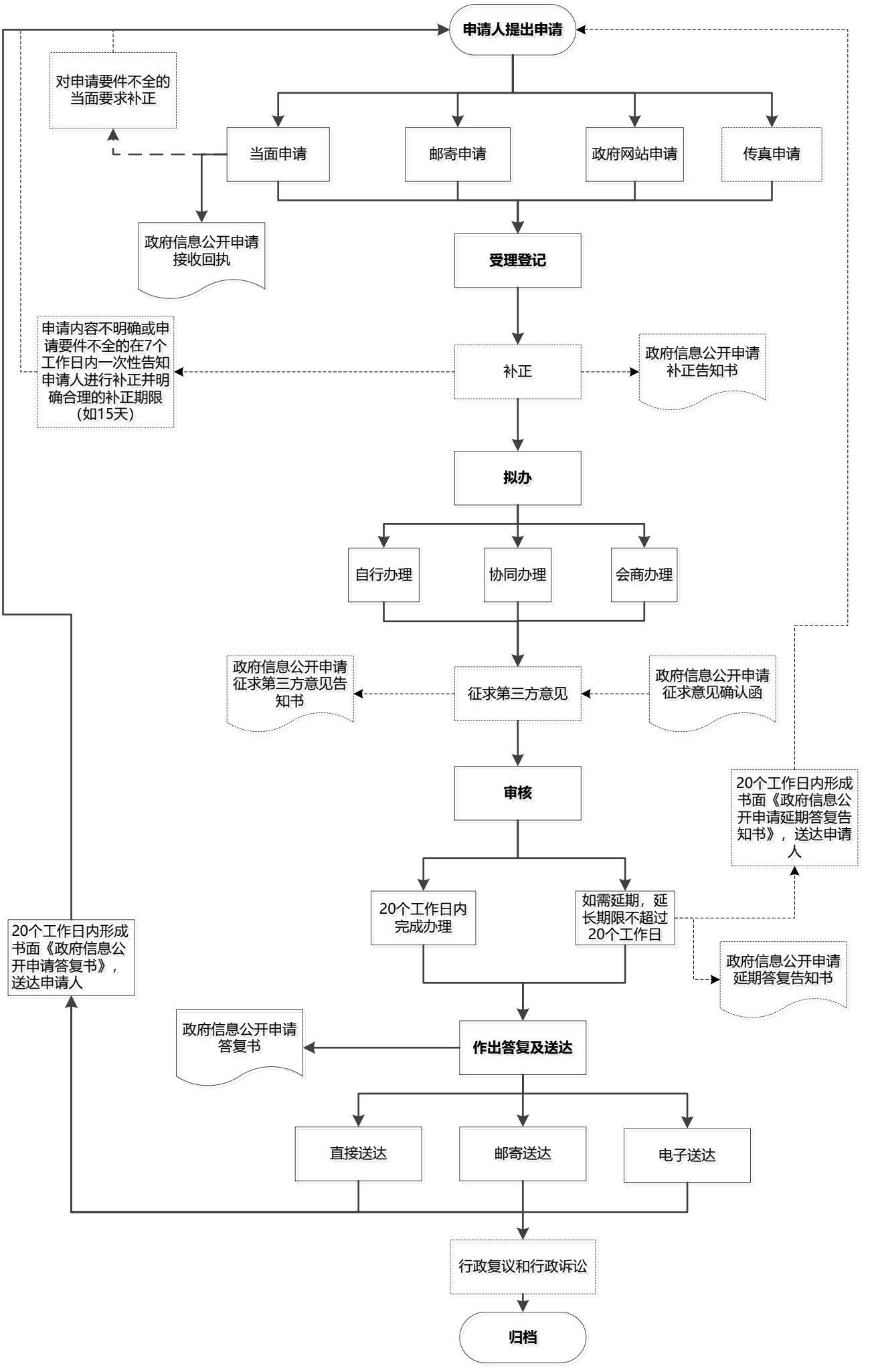政府信息公开申请办理流程图