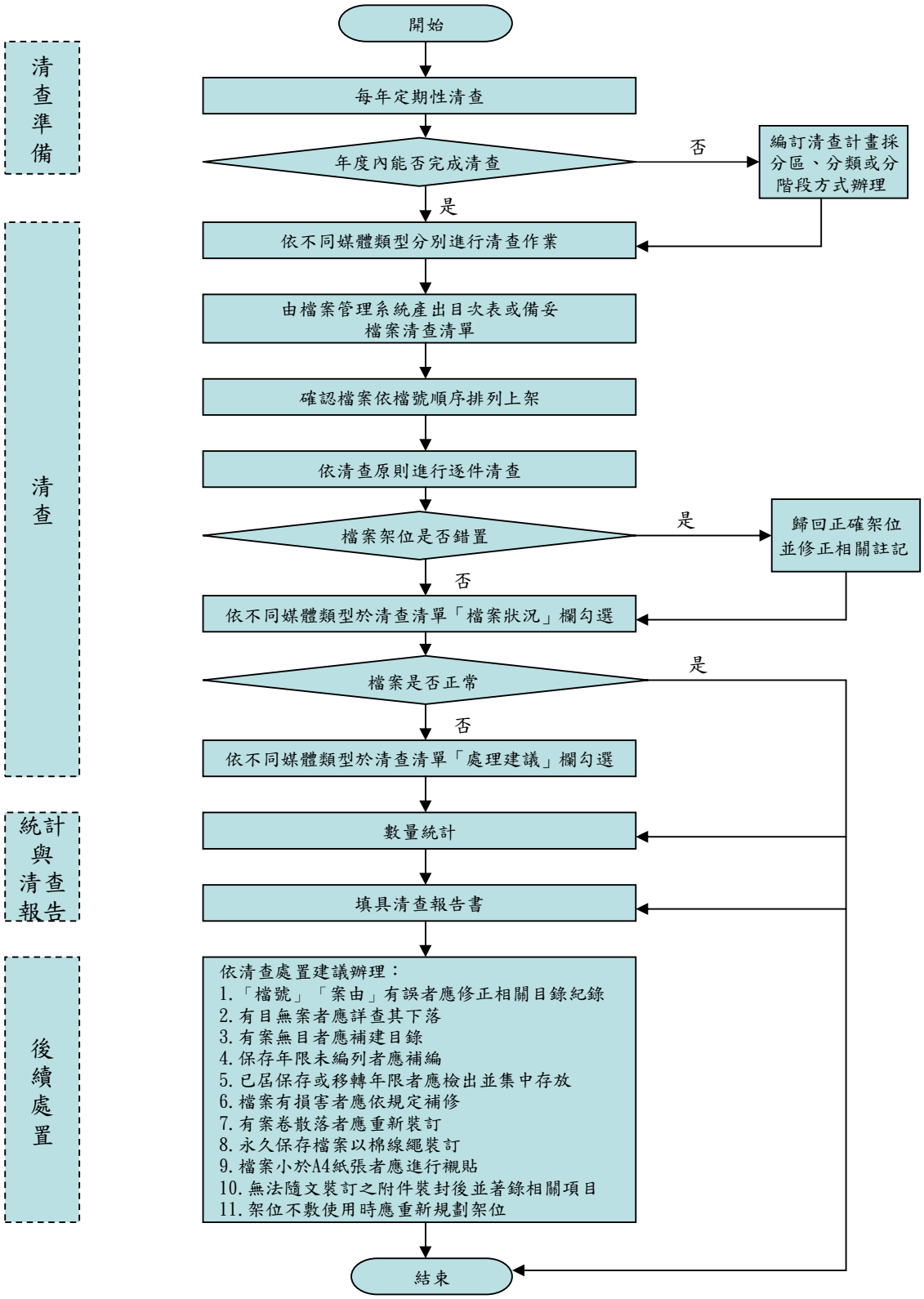國立中山大學檔案清查作業流程圖