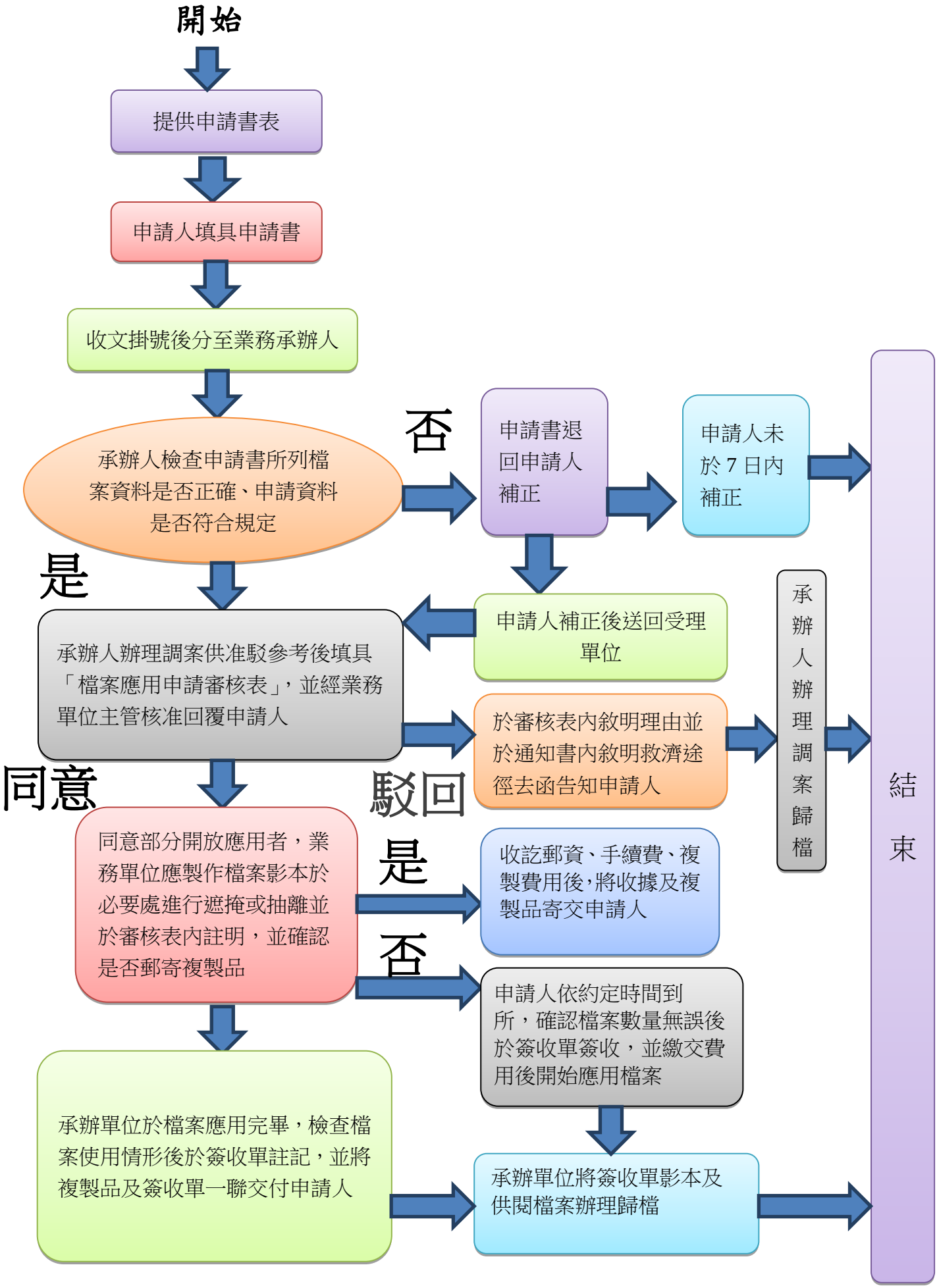臺中市和平區公所檔案閱覽作業流程