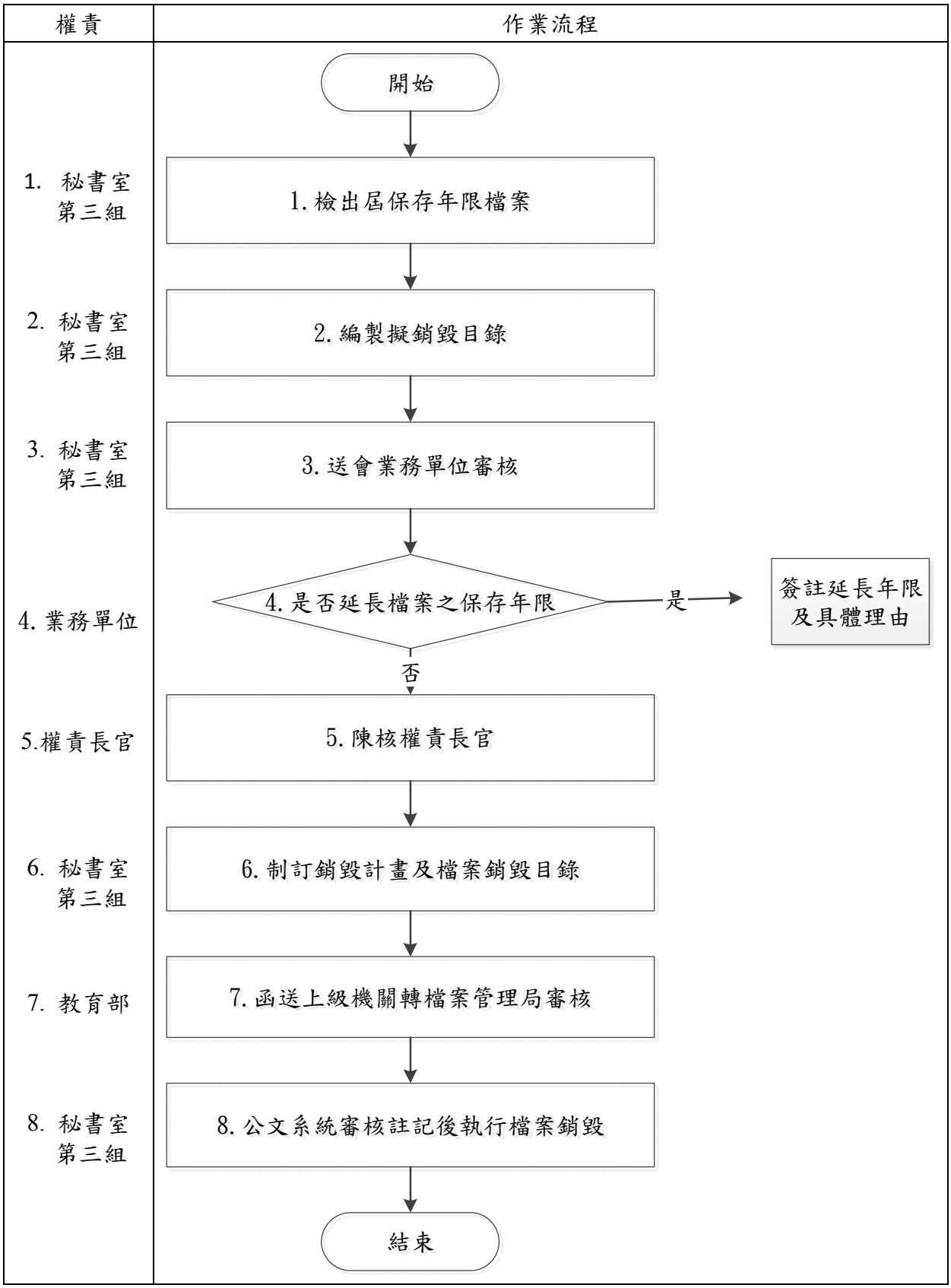檔案銷毀標準作業流程圖