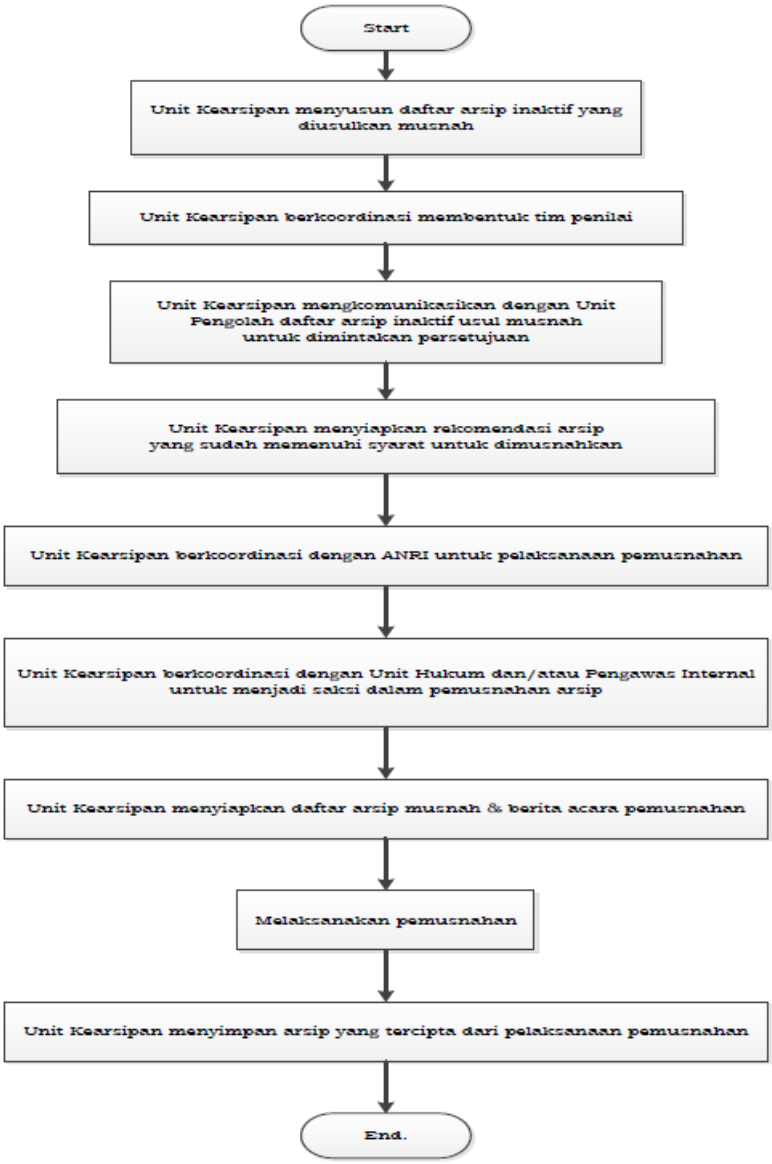FLOWCHART MEKANISME PEMUSNAHAN ARSIP