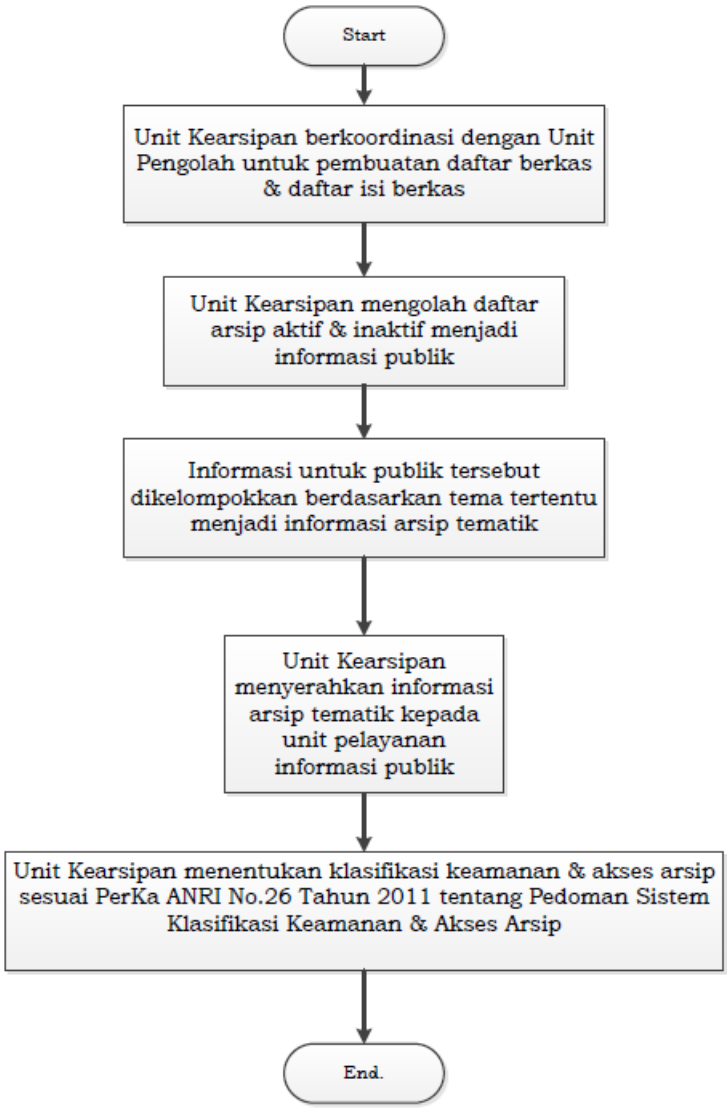FLOWCHART MEKANISME PENGOLAHAN & PENYAJIAN ARSIP DINAMIS MENJADI INFORMASI PUBLIK