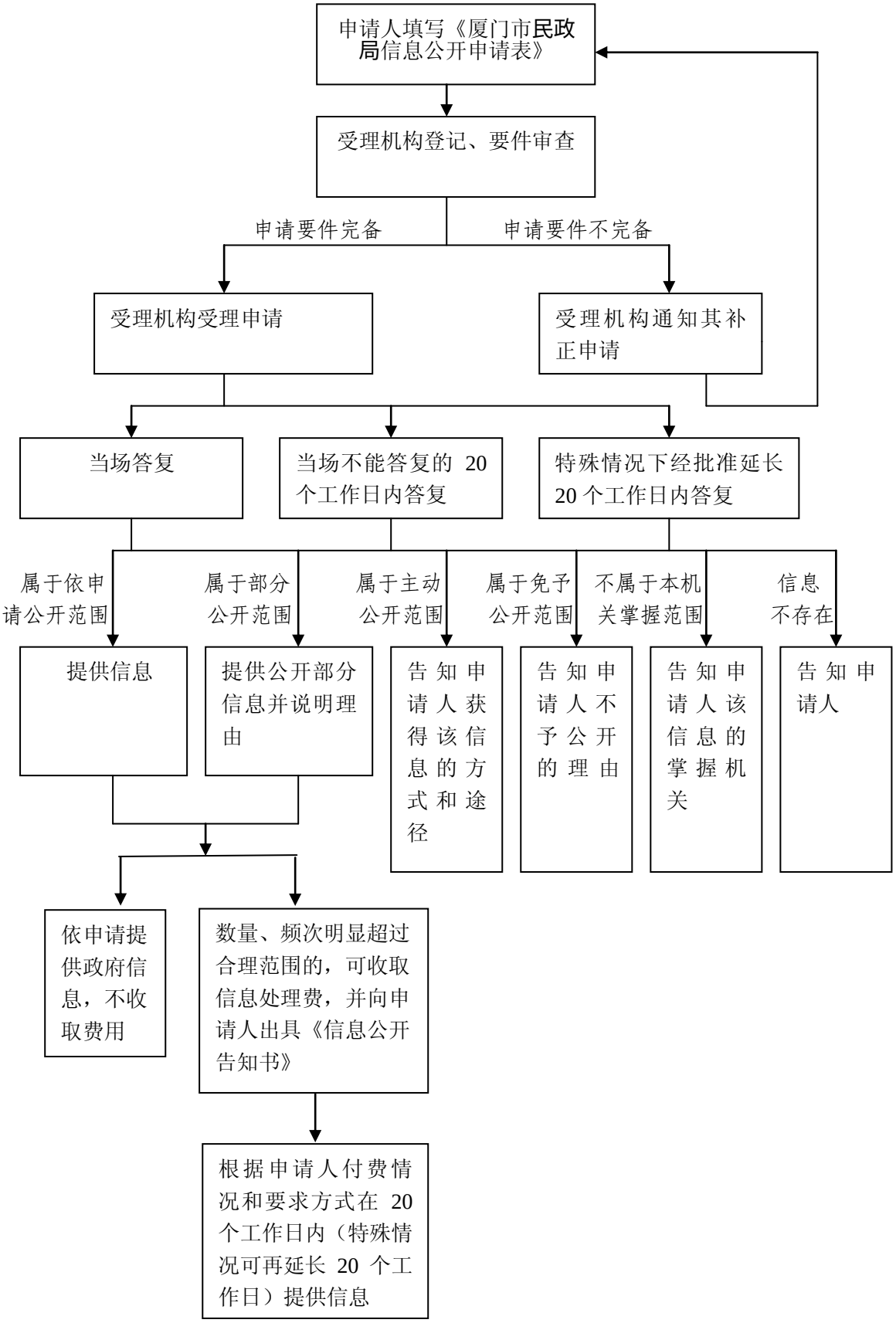厦门市民政局依申请公开政府信息工作流程图