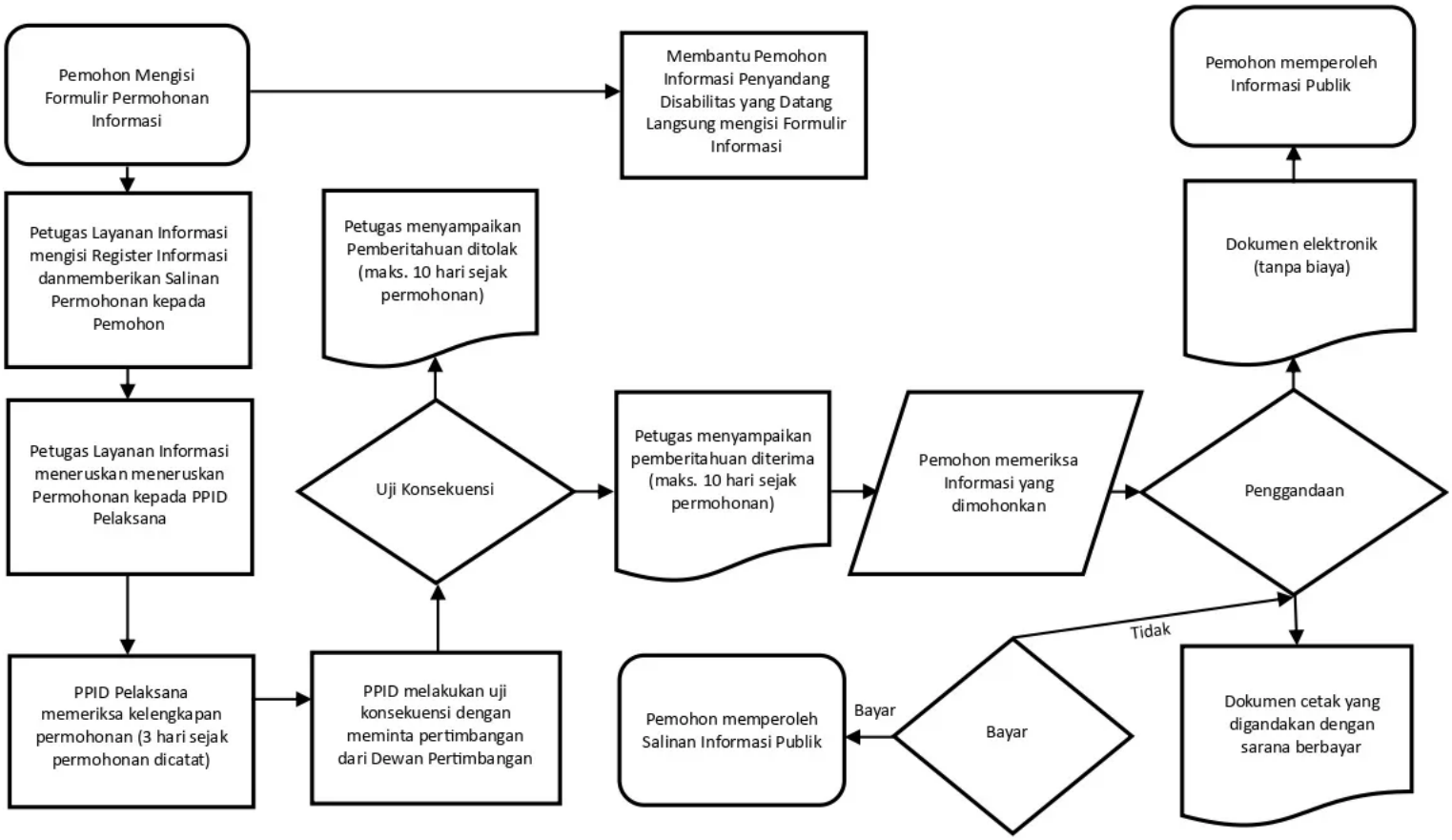PROSEDUR PERMINTAAN INFORMASI PUBLIK