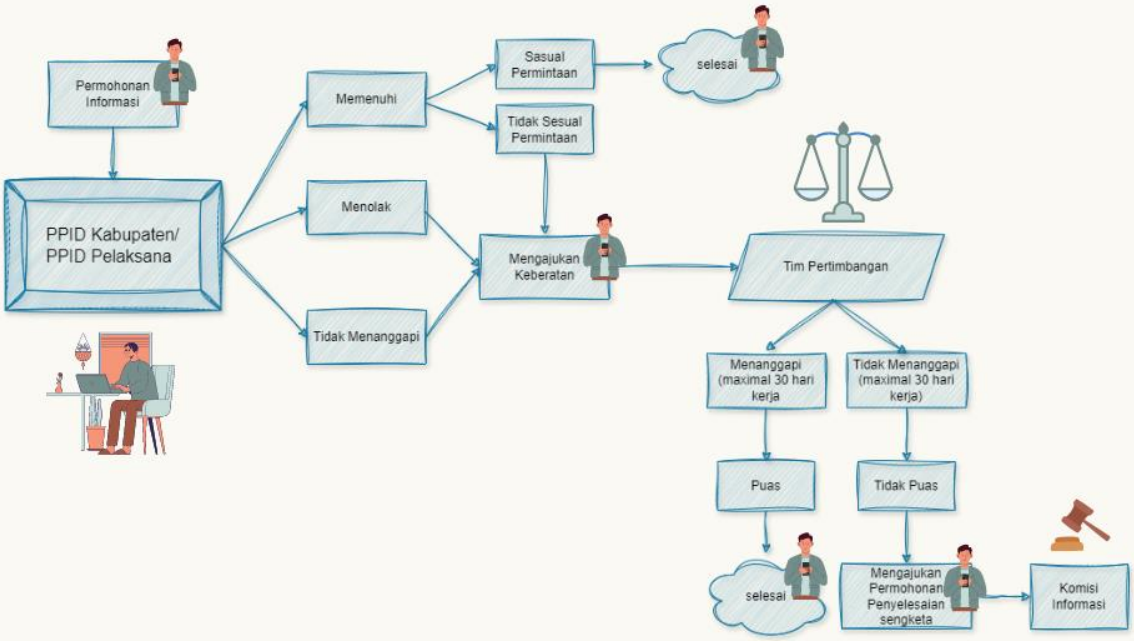MEKANISME PELAYANAN INFORMASI DAN DOKUMENTASI