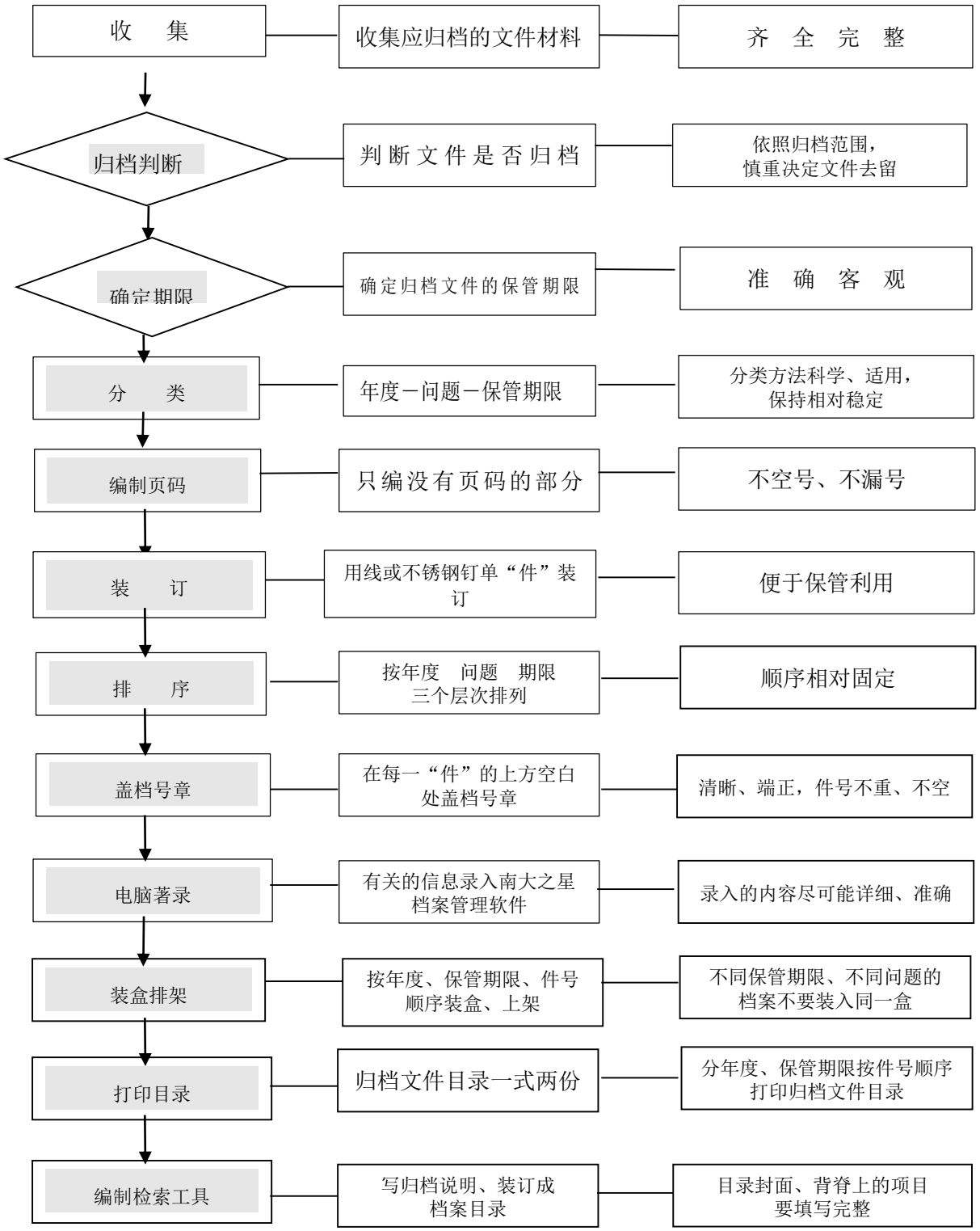安徽建筑大学单份文件归档整理方法操作流程图