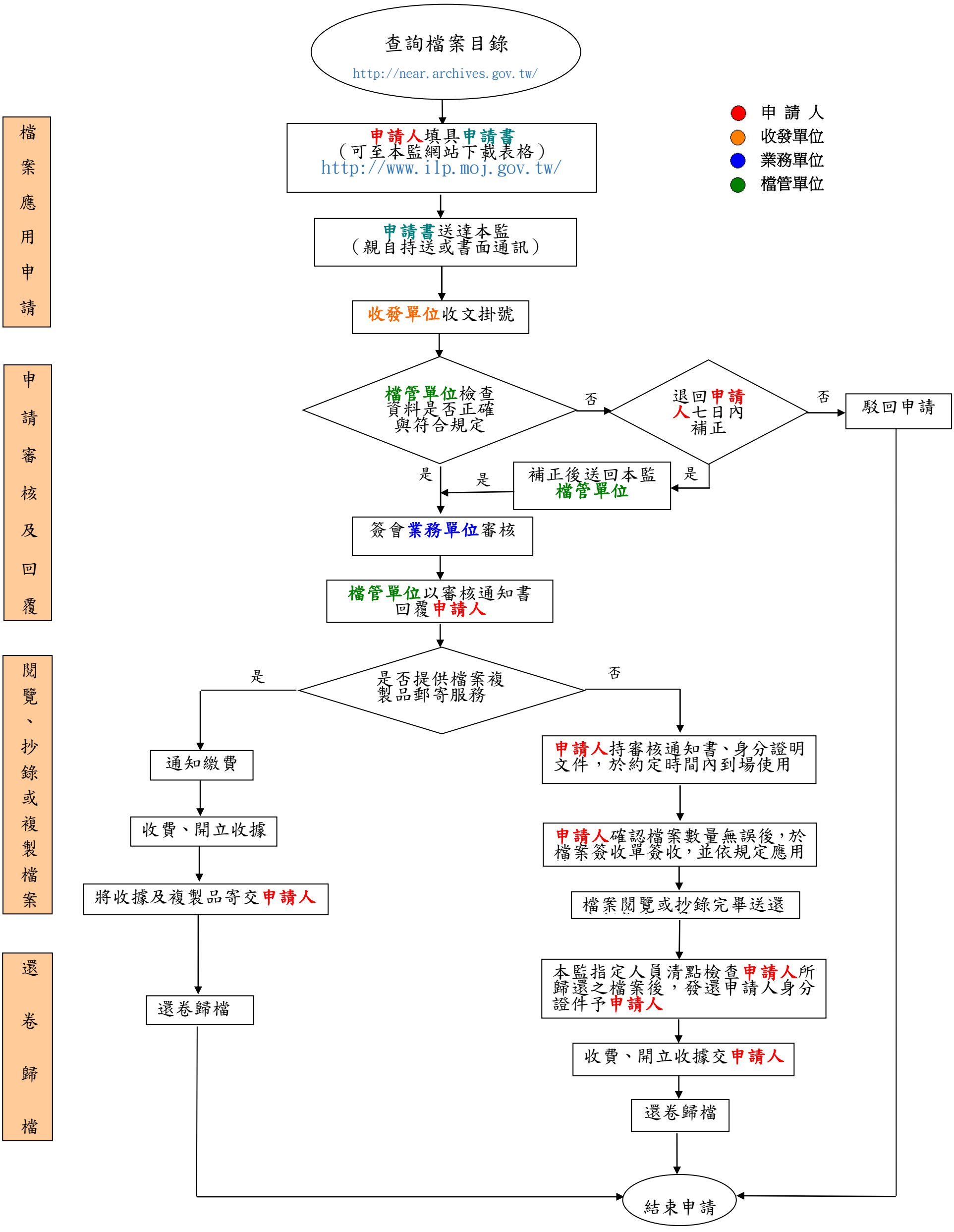法務部矯正署宜蘭監獄受理民眾檔案申請閱覽作業流程圖