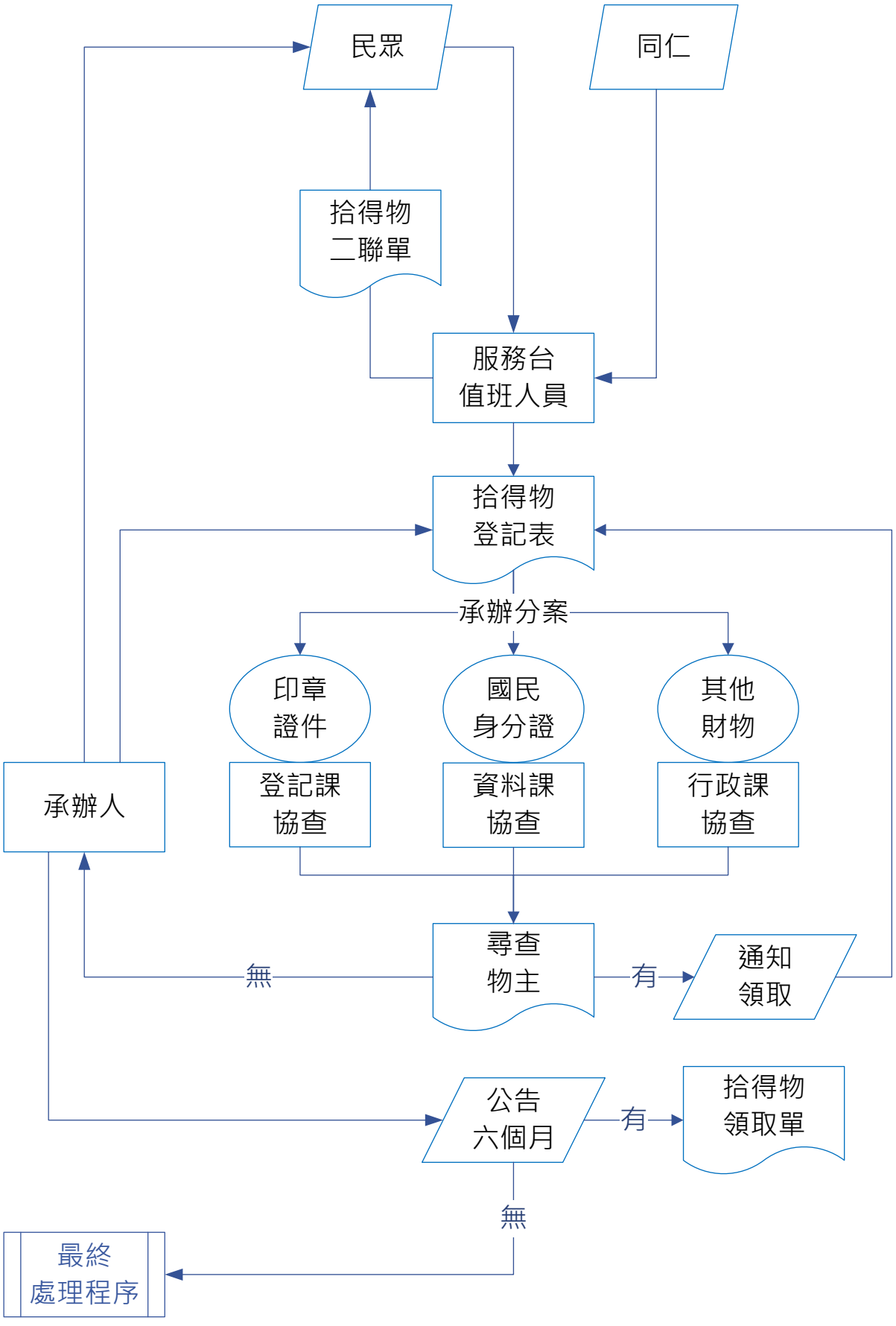臺南市永康戶政事務所拾得遺失物處理作業流程