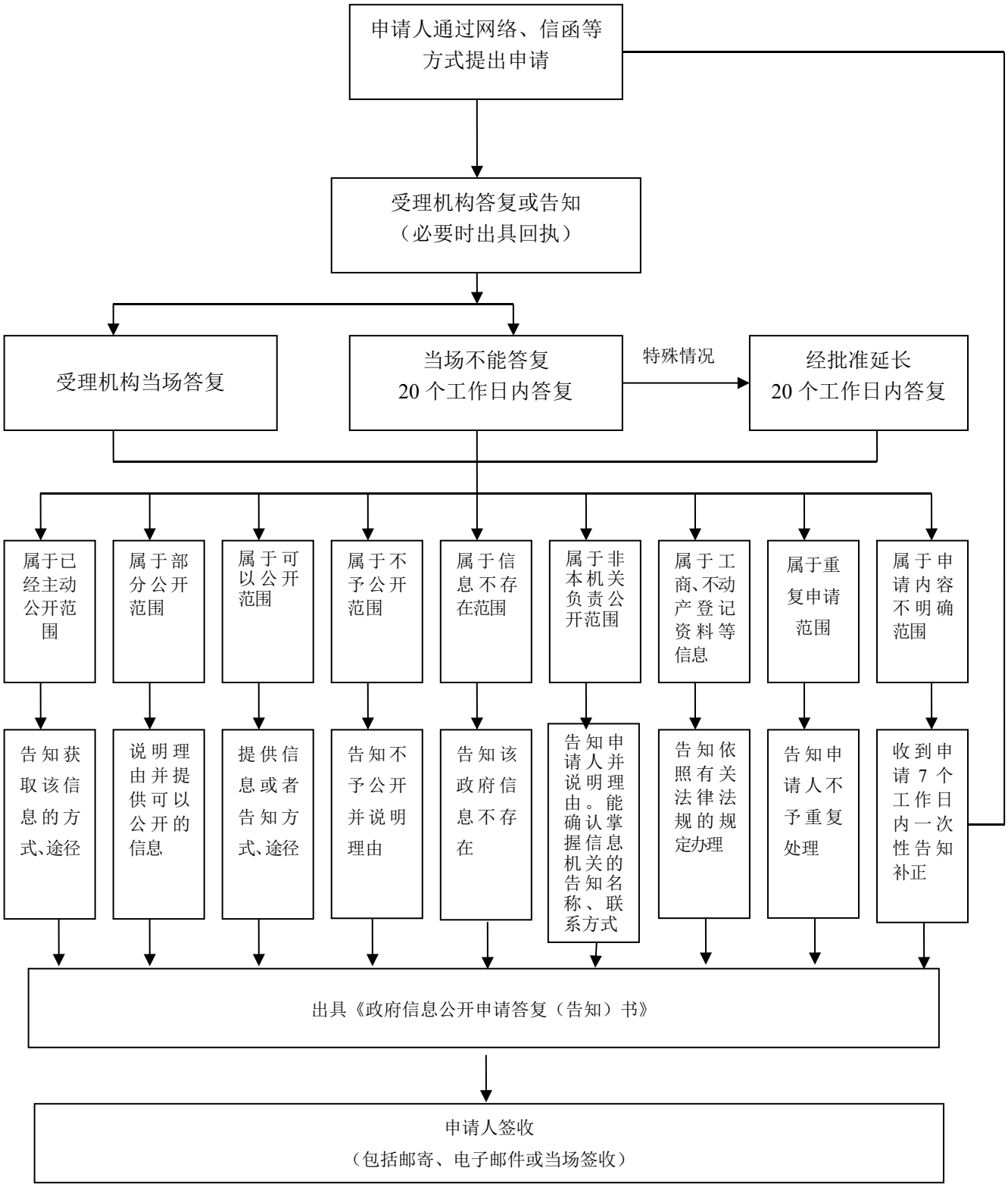湛江市政务服务数据管理局信息公开申请流程图