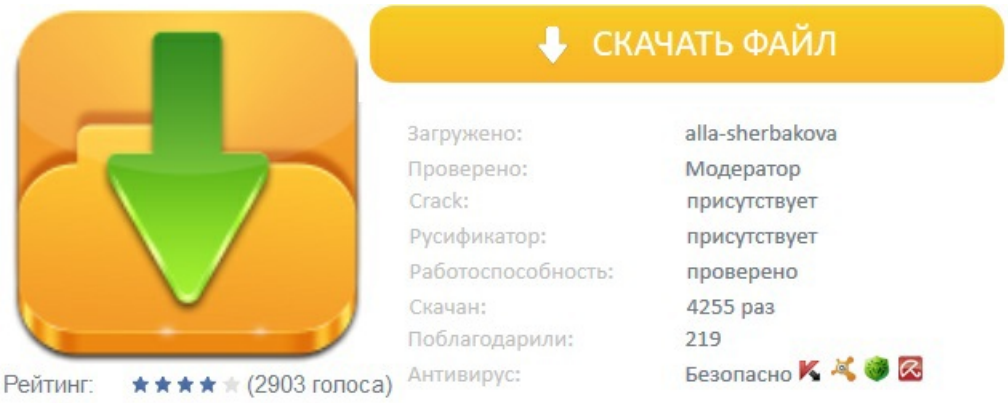бланки делопроизводства бюджетной организации