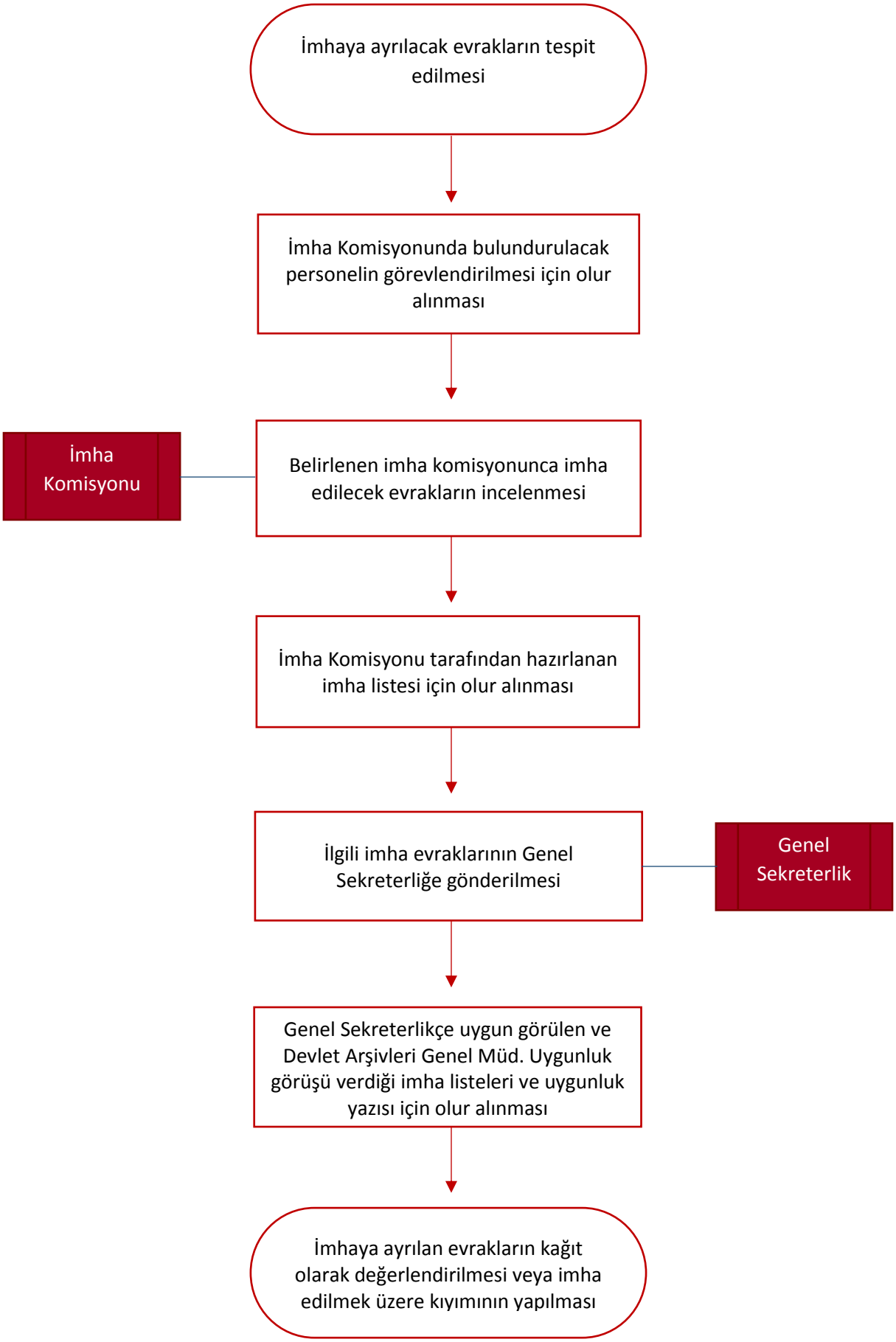EVRAK İMHA SÜRECİ