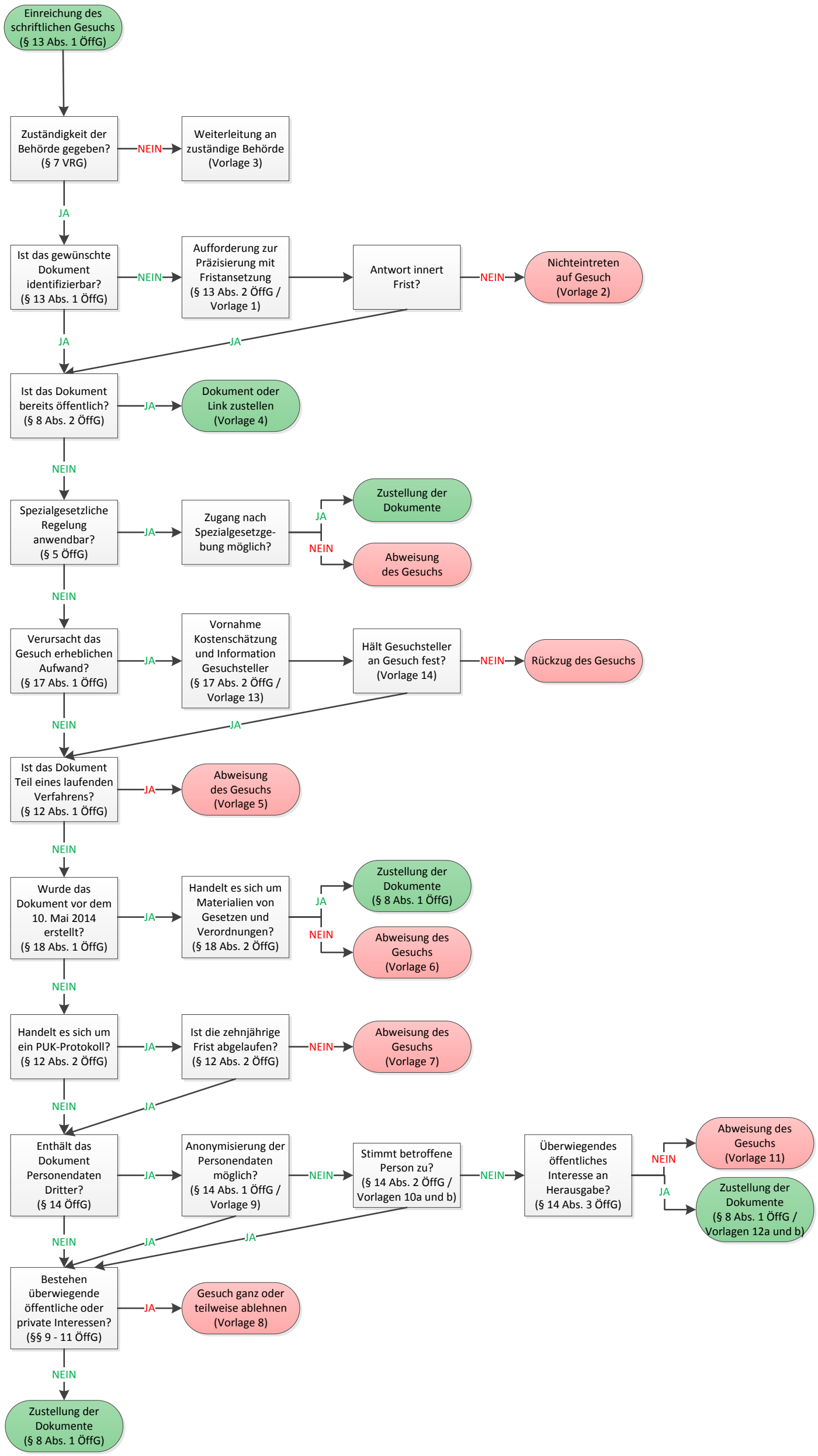Ablaufschema Öffentlichkeitsgesetz