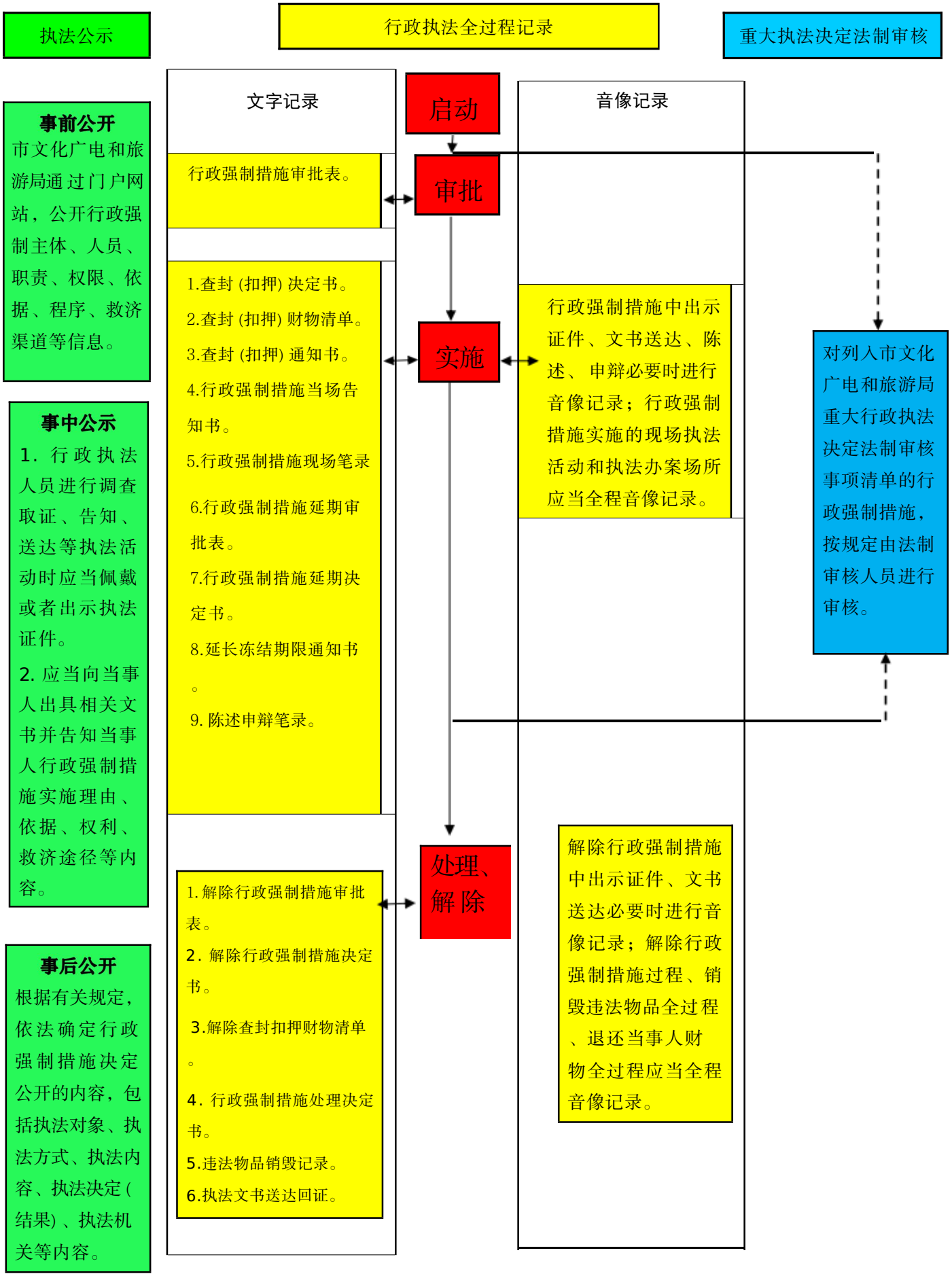保定市文化广电和旅游局行政强制措施指引流程图