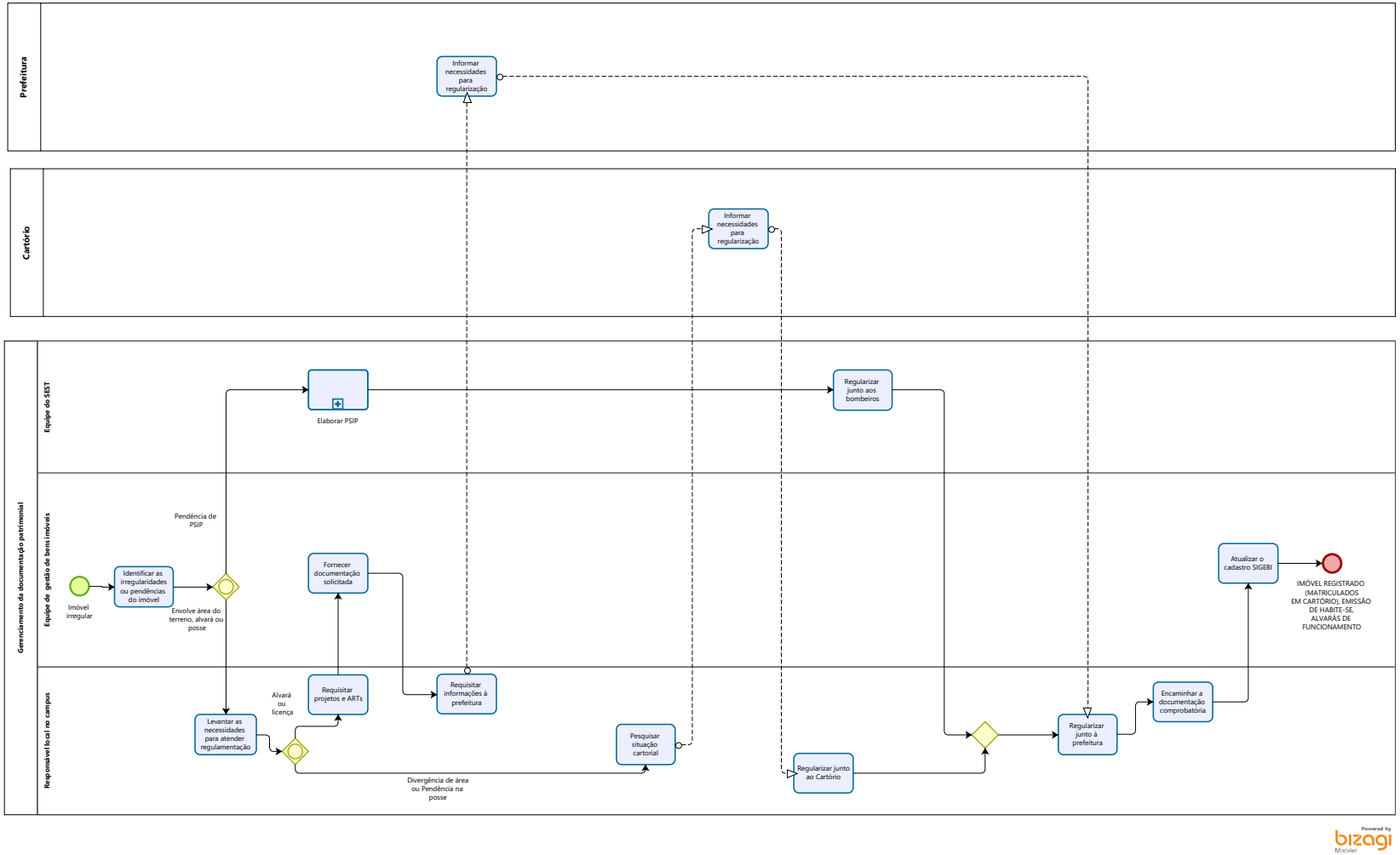1 GERENCIAMENTO DA DOCUMENTAÇÃO PATRIMONIAL