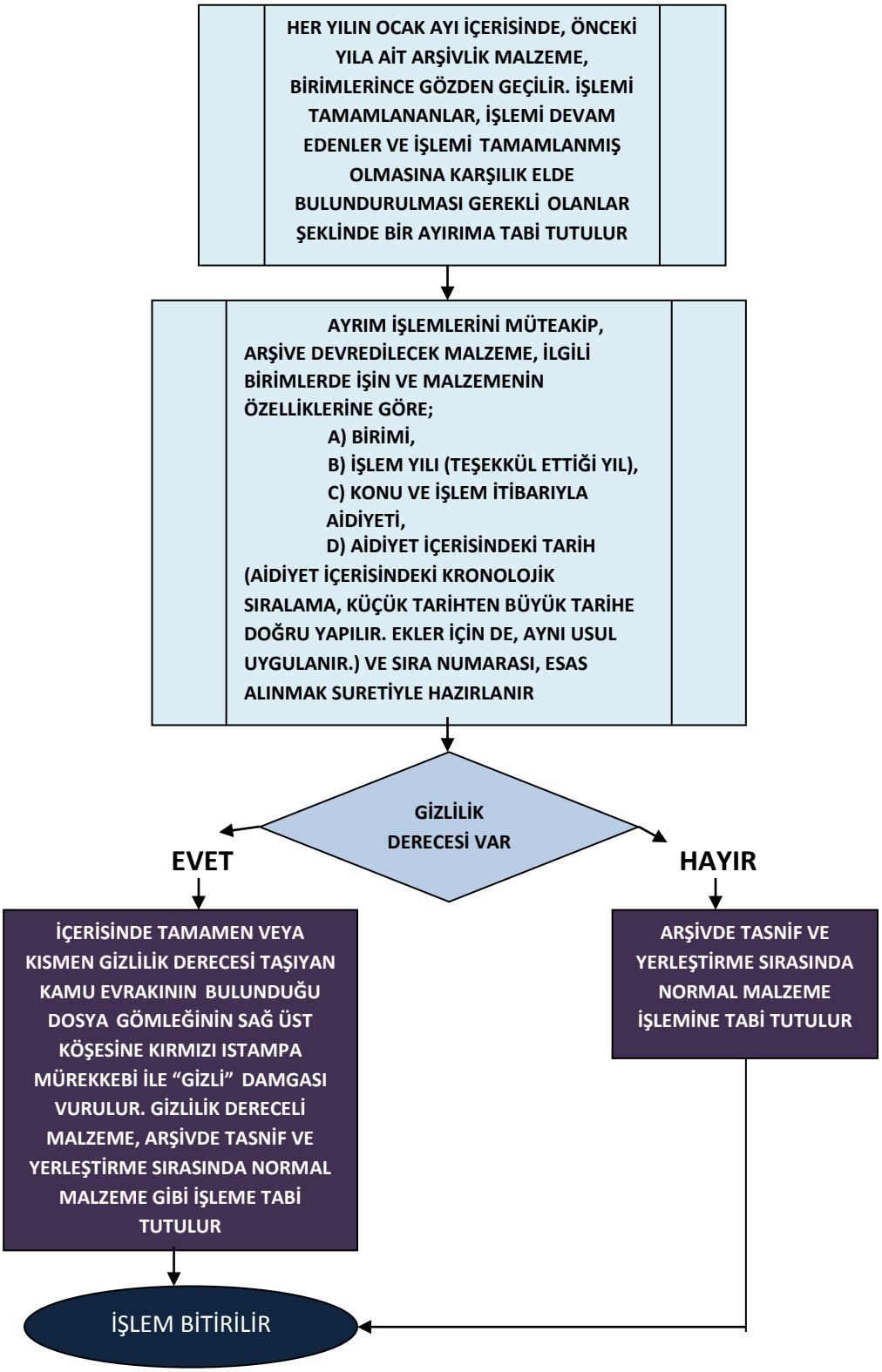BİRİM ARŞİVİNE VERİLECEK MALZEMENİN AYIRIMI VE HAZIRLANMASI