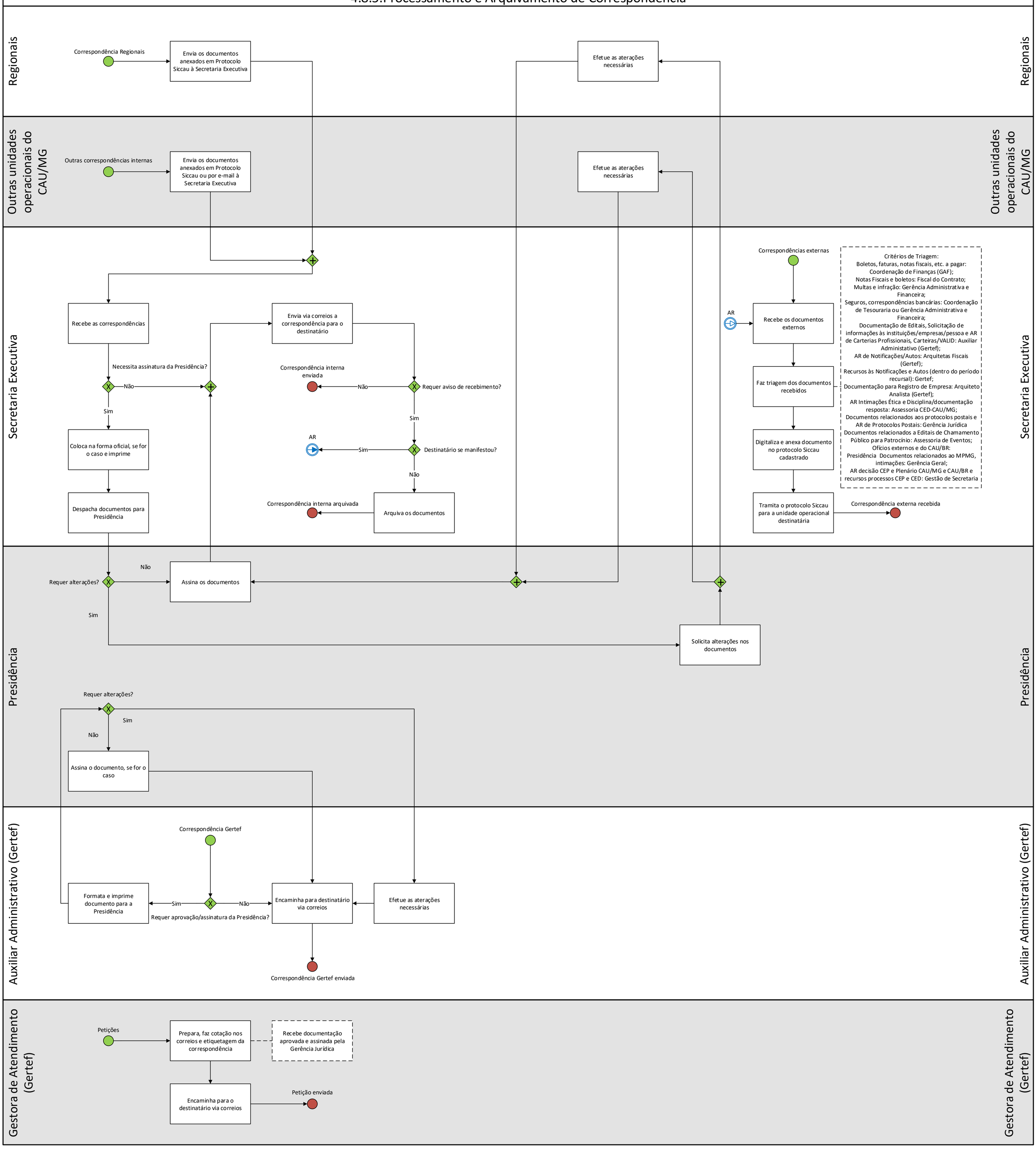4.8.5.Processamento e Arquivamento de Correspondência