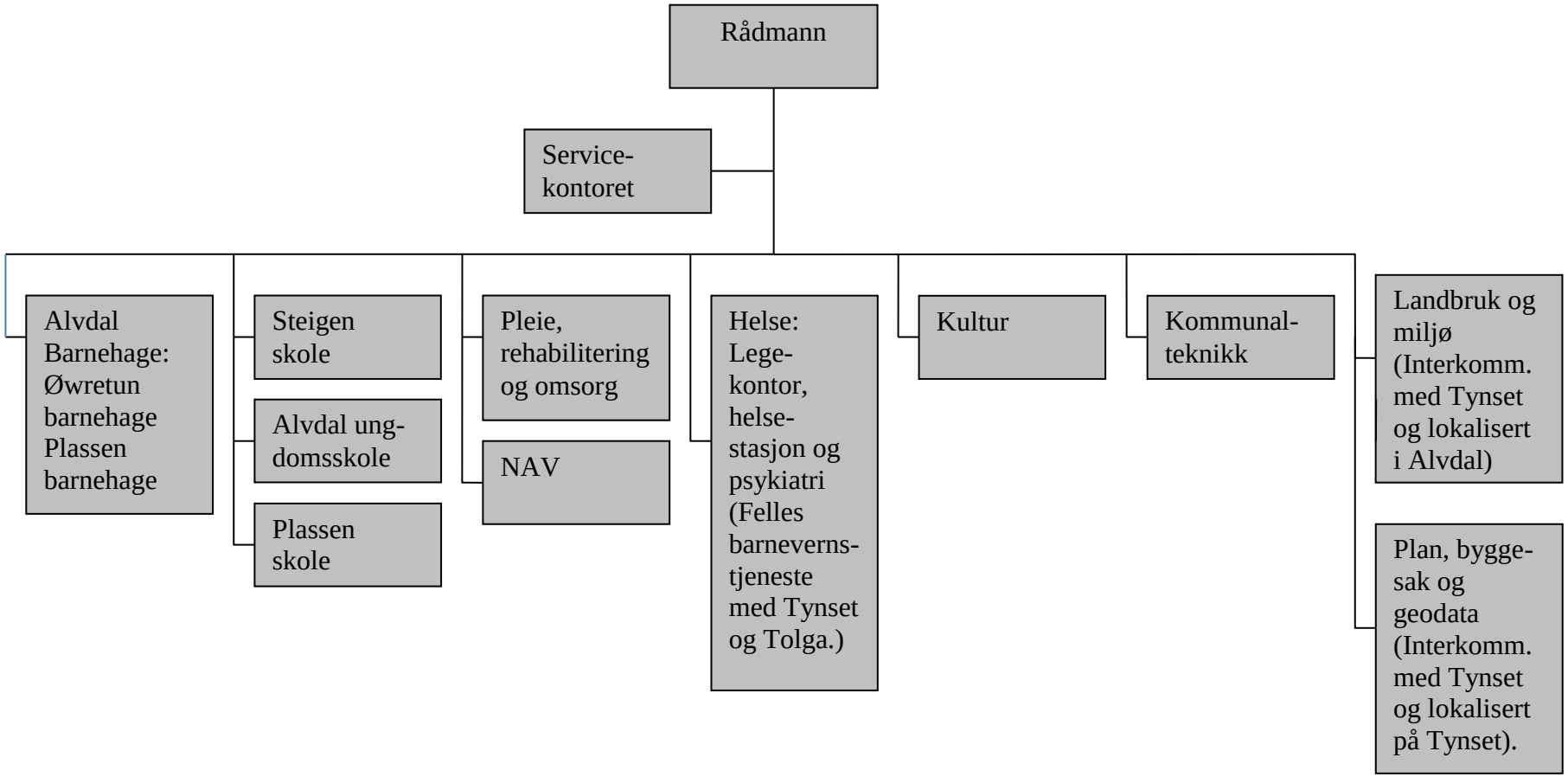Administrativ organisering