聊城大学档案交接文据

文据编号：（届时请询档案馆）

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 档案移交部门 | | | ＸＸＸＸ | | | 档案接收部门 | 档案馆 |
| 移交档案所属年度、类别、期限和数量（清单附后） | | | | | | | |
| 序号 | 年度 | | 类别 | 永久 | | 长期 | 短期 |
| 1 | XXX 年 | | XXX类 | ＸＸ卷（或件） | |  |  |
| 2 |  | |  |  | |  |  |
| 3 |  | |  |  | |  |  |
| 4 |  | |  |  | |  |  |
| 5 |  | |  |  | |  |  |
| 合计 | | | | ＸＸ卷（或件） | |  |  |
| 移  交  说  明 | | 1. 载体形式及数量。   2，电子档案是否同步归档。  3、其他等说明 | | | | | |
| 移交单位（盖章）  部门负责人：  部门档案员：  移交日期：  年　 　月　 　日 | | | | | 接收单位（盖章）  负责人：  接收人：  接收日期：    年　 　月　 　日 | | |

附：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **案卷移交清单**  文据编号：（届时请询档案馆）   |  |  |  | | --- | --- | --- | | **序号** | **档 号** | **案 卷 题 名** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |  |