聊城大学档案交接文据

 文据编号：（届时请询档案馆）

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| 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：

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| **案卷移交清单** 文据编号：（届时请询档案馆）

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| **序号** | **档 号** | **案 卷 题 名** |
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