**档案移交清单**

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| 序号 | 档号 | 案卷号 | 案卷题名 | 保存期限 | 核对 | 备注 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
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移交部门领导： 接收人：

移交人： 交接日期：