**档案移交（接收）登记表**

**单位：**

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| **案卷目录号** | **案 卷 目 录 题 名** | **所****属****年****度** | **移 交****接 收****日 期** | **移 交****接 收****原 因** | **案 卷 数 量** | **备****注** |
| **小****计** | **保 管 期 限** |
| **永久** | **长期** | **短期** |
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移交人（签字） 接收人（签字）