| **归档资料（文件）接收表** | | | | |
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| **件 号** | **文 件 名 称** | **责 任 者** | **时 间** | **备 注** |
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**档案移交人： 档案接收人：**

**注：责任者指档案内容涉及的个人或者部门。备注一般指页码。**