** 新疆天文台文书档案预立卷归档材料移交情况记录表**

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| **归档部门** | | |  | **兼职档案员** |  | | **档案收集分类** | | |  | | | |
| **特殊情况说明：** | | 收集档案起止时间： 年 月 日至 年 月 日 | | | | | | | | | | | |
| **归档材料明细** | | | | | | | | | | | | | |
| **序号** | **材料名称** | | | **文号/编号** | **形成日期** | **份数/页数** | | **类型** | **备注** | | **移交人签字** | **移交时间** | **审核情况** |
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| **所属部门审核意见：**  根据中国科学院新疆天文台 归档范围要求，结合本部门实际工作，现已完成本阶段所有需归档的文书档案预立卷材料收集、整理工作,经审核无漏归项。  负责人（签字）：  **年 月 日** | | | | | | | | | | | | | |

《填表说明》见附页。 综合档案室 二〇一七年制