文件材料预立卷类目

部 门： 年度：

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| 序号 | 案 卷 题 名 | 保管  期限 | 密级 | 承办人 | 归档  情况 | 备注 |
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**注：根据本年度工作中新产生的文件，随时调整、增加预立卷内容**

**部门档案工作负责人： 制表人： 年 月 日**