附件1

文书档案移交清单

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| **件号** | **责任者** | **文号** | **题 名** | **日期** | **页数** | **期限** | **类别** |
| 1 |  |  |  |  |  |  |  |
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说明：  
 1.责任者指发文单位；  
 2.日期：档案形成时间，按年月日格式，如2018年5月9日登记为20180509；  
 3.期限和类别分别按照修订后的《咸宁市委组织部机关档案分类方案、归档范围、保管期限表》中规定的保管期限和科室类别填写。