|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **( )年档案移交表** | | | | | | | | | | |
| **移交单位：** | | | | | | | | | | |
| 序号 | 档案案卷（文件）题名 | | | | 保管期限 | | 卷（件）数 | 页数 | | 备注 |
|  |  | | | |  | |  |  | |  |
|  |  | | | |  | |  |  | |  |
|  |  | | | |  | |  |  | |  |
|  |  | | | |  | |  |  | |  |
|  |  | | | |  | |  |  | |  |
|  |  | | | |  | |  |  | |  |
|  |  | | | |  | |  |  | |  |
|  |  | | | |  | |  |  | |  |
|  |  | | | |  | |  |  | |  |
|  |  | | | |  | |  |  | |  |
| 移交单位公章 | 年 月 日 | 负责人 |  | 接收单位公章 | | 年 月 日 | | 负责人 |  | |
| 移交人 |  | 接收人 |  | |

备注：1.年度填写交档案的年份；

2.交送的档案要在题名中体现年度，无年度的在备注栏里注明；

3.此表一式两份，一份档案馆留存，一份单位留存。