晋中学院毕业生档案查阅利用审核表

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | |  | | | 性别 | | |  | | | 身份证号 | | |  | | | | | |
| 所在教学单位 | | | | | | 专业 | | | | | | 班级 | | | | | 学号 | | |
|  | | | | | |  | | | | | |  | | | | |  | | |
| 入学时间 | | | 升学类型 | | | | | | | | | | 高考学科 | | | | | | |
|  | | | 普高（ ）对口（ ）专升本（ ） | | | | | | | | | | 文科（ ）理科（ ） | | | | | | |
| 毕业时间 | | |  | | | 联系电话 | | | |  | | | | | 生源地 | | | |  |
| 查档内容 | | |  | | | | | | | | | | | | | | | | |
| 查档利用目的 | | |  | | | | | | | | | | | | | | | | |
| 利用形式 | | | 复制 | | |  | | | | | | | 出具证明 | | | | |  | |
| 档案管理员核查意见 | | | | | | 签字： 年 月 日 | | | | | | | | | | | | | |
| 档案业务负责人意见 | | | | | | 签字： 年 月 日 | | | | | | | | | | | | | |
| 查阅范围 | | | 档案号 | | | | 卷数 | | | | | 案卷或文件名 | | | | | | | |
|  | | | |  | | | | |  | | | | | | | |
| 办理结果 | | | 复制内容及页数 | | | | | |  | | | | | | | | | | |
| 出具证明 | | |  | | | | | | 其他 | |  | | | | | |
| 查阅人签字 | | | |  | | | | | 档案管理员签字 | | | | | | |  | | | |
| 备注 | 1.查阅人要合法利用查阅的档案；2.不私自拆封、改动档案，不外传知悉档案信息；3.如有承办部门陪同，陪同人须在此表签字。 | | | | | | | | | | | | | | | | | | |