**附件1**

 **文件材料资料归档目录**

 归档处室 （盖章）： 年度：

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 档号 | 文号 | 责任者 | 题 名 | 日期 | 信息公开标示 | 不公开原因 | 页数 | 备注 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

处室负责人签字： 移交人签字： 接收人签字： 移交时间：