基本建设项目档案移交清单

（附案卷移交目录）

**单位名称：**

**移交数量：**共 卷，图纸 张

**移交部门： 移交人：**

**接收部门： 接收人：**

**交接日期：** 年 月 日

**注：本目录一式**  **份,每份共** **页。分别存放移交部门和接收部门。**

幅面尺寸为297mm x 210mm

基本建设项目档案案卷目录

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| **序号** | **档号** | **项目名称** | **案卷题名** | **页数** | **起止日期** | **编制部门** | **保管期限** | **密级** | **备注** |
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