**实物档案移交清单**

|  |  |  |  |
| --- | --- | --- | --- |
| 移交单位（部门） |  | 实物年度 |  |
| 移交人（签名） |  | 移交时间 |  |
| 接收人（签名） |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 序号 | 实物名称 | 文字说明 | 实物照片 | 备注 |
| 例 | 学校获评文明单位（校园）奖牌 | 中共湖北省委、湖北省人民政府xxxx年xx月颁发，学校荣获XX年度文明单位（校园）称号 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

备注：1.页面不够可续页；

2.请逐一列出移交的每一件档案材料。