**实物档案移交清单**

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

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| 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 |  |  |
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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。