**档案查阅（借调）登记表**

编号：

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 |  | | | | 部门 | | |  | | | |
| 事由 |  | | | | | | | | | | |
| 分管领导意见 |  | | | | | | | | | | |
| 中心领导意见 |  | | | | | | | | | | |
| （以下由档案管理机构及相关人员填写） | | | | | | | | | | | |
| 档案查阅（借调）情况 | | | | | | | | | | | |
| 档案号 | 调卷人 | | 调出日期 | | | 调入日期 | | | 借调情况 | | |
| 签收人 | | 日期 |
|  |  | |  | | |  | | |  | |  |
| 档案归还情况 | | | | | | | | | | | |
| 档案号 | | 卷数 | | 归还人 | | | 接收人 | | 日期 | | |
|  | |  | |  | | |  | |  | | |
| 档案复印情况 | | | | | | | | | | | |
| 档案号 | | 内容 | | 页码范围 | | | 经办人 | | | 日期 | |
|  | |  | |  | | |  | | |  | |