**档 案 材 料 清 单**

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| 姓 名 |  | 性别 |  | 出生年月 | |  | | 户口所在办事处 | |  | |
| 序 号 | 材 料 名 称 | | | | | | 转 出 份 数 | | 页 码 | | |
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| 档 案 转 出 单 位 | （公章）  经办人：  年 月 日 | | | | 档 案 接 收 单 位 | | （公章）  经办人：  年 月 日 | | | |

备注：1.此清单由档案转出单位填写，加盖公章后装入本人档案。

2.空格部分需用斜线划掉。

3.此清单一式二份，单位一份，本人档案中一份。