文書整理一覧表

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 年度 | | | | | | | 作成日 | | | 作成者 | | | | 承認者 | | | |
| 部　　　　　　　課 | | | | | | |  | | |  | | | |  | | | |
| 課 | 係 | 大分類 | 中分類 | 小分類 | No. | タイトル | | 冊数 | 収納開始年度 | | 収納終了年度 | 保存年限 | 満了年月 | | 常用 | 例外保管 | 廃棄年月 |
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