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| **西华大学纸质档案借出审批表**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **借档部门** |  | **借档部门**  **经办人及电话** | | |  | | **借档原因** |  | | | | | | **借档内容** |  | | | | | | **借档时间** | **年 月 日至 年 月 日** | | | | | | **借档部门**  **主要负责人**  **审核** | **主要负责人签字：**  **单位公章**  **年 月 日** | | | | | | **档案馆**  **负责人**  **审核** |  | | **档案工作**  **分管校领导**  **审批** |  | | | **归还人及**  **归还日期** | **年 月 日** | | **档案馆**  **经办人** |  | |   备注：1.纸质档案原则上不借出，一般采用复印件或电子文件；2.如确属特殊原因，需经借档部门主要负责人审核、档案馆负责人审核、分管校领导审批；3.借出部门须对借出档案的安全完好负责，并时刻跟踪档案状态，及时归还，如出现借出档案被拆卷、涂改、损坏、丢失等情况，将依照相关法律法规和规定追究相关人员的责任。 |