附件8

归档文件目录

**形成年度： 保管期限：**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **文号** | **责任者** | **题名** | **日期** | **页数** | **类型** | **备注** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

注：1.本表由系统自动形成，可由系统自动填写、人工修改完善；

2.本表填写按照《深圳市档案馆档案接收标准》执行，其中“题名”对应元数据“标题”，“日期”对应元数据“印发日期”；

“类型”一栏填写原生性、数字化或混合性，对应元数据“收取方式”；

3.本表为A4幅面，竖向设置，移交时需装订成册。