# 文件/记录销毁申请表

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| 序号 | 文件/记录编号 | 文件/记录名称 | 文件/记录有效期 | 数 量 | 销毁原因 | 备注 | 申请人及申请日期 | 审核结论 | 审核人及审核日期 | 批准人及批准日期 |
| 页数 | 份数 |
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文件编号：{填写文件编号} V{填写文件版本号} NO.:{填写记录编号}