**文件发放、回收作废记录**

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| 序号 | 文件名称 | 文件编号 | 版本 | 分发号 | 批准人 | 发放记录 | 回收记录 | 处置情况 |
| 部门 | 签收 | 日期 | 签回 | 日期 | 销毁/作废留存 | 执行人期 | 日期 |
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