附件2

江苏师范大学内部事项档案利用审批表

**填报单位（加盖章）： 批准人（签字）：**

**填表人（签字）： 年 月 日**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **档号** | **题名** | | | | | | | **备注** |
| 1 |  |  | | | | | | | 此类档案须经单位负责人审批方可提供利用 |
| 2 |  |  | | | | | | |
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| 12 |  |  | | | | | | |
| **根据利用方式不同在以下对应栏目中签字** | | | | | | | | | |
| **查阅** | **查阅人**  **（签字）** |  | | **经办人**  **（签字）** | | |  | | |
| **查阅日期** |  | | | | | | | |
| **借阅** | **借阅人**  **（签字）** |  | **经办人**  **（签字）** | |  | **收档人**  **（签字）** | |  | |
| **借阅日期** |  | | | **归还日期** |  | | | |