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| 字画和礼品类实物档案移交目录 | | | | | | |
| 序号 | 物品名称 | 形成时间 | 地点事由 | 赠送单位或个人 | 接收单位或个人 | 备注 |
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| 注：重要赠送人情况文字介绍或说明随赠品移交 | | | | | | |
| 移交单位： 移交人： 接收单位：档案馆 接收人： | | | | | | |
| 分管领导签字： 年 月 日 | | | | | | |