**档案移交（接收）登记表**

**单位：**

|  |  |  |  |  |  |  |  |  |  |
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| **案卷目录号** | **案 卷 目 录 题 名** | **所**  **属**  **年**  **度** | **移 交**  **接 收**  **日 期** | **移 交**  **接 收**  **原 因** | **案 卷 数 量** | | | | **备**  **注** |
| **小**  **计** | **保 管 期 限** | | |
| **永久** | **长期** | **短期** |
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移交人（签字） 接收人（签字）