 **新疆天文台科研（课题）档案预立卷材料借阅归还情况记录表**

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| **归档研究室（团组）** | | |  | **兼职档案员** |  | | | **课题负责人** | | |  | | | | 课题编号 | |  |
| **课题名称** | |  | | | | **课题类型** | | 自然科学基金 | | | | **执行（及结题）时间** | | |  | | |
| **借阅材料归还情况明细** | | | | | | | | | | | | | | | | | |
| **序号** | **材料名称** | | | **文号/编号** | **形成日期** | | **份数/页数** | | **类型** | **借阅人签字** | | | **借阅时间** | **归还时间** | | **审核情况** | |
| 1 | 例：中国科学院新疆天文台关于XXX项目工程的请示 | | | 新天字【2016】4X号 | 2016.11.18 | | 1份/15页 | | 复印件 |  | | |  |  | | 审核通过（特殊情况说明） | |
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综合档案室 二〇一七年制