**石家庄铁道大学文秘档案借出/复印/拍照登记表**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **借阅/复印/拍照单位** |  | **借阅/复印/拍照人** | |  | | **借阅/复印/拍照人联系电话及时间** | | |  |
| **借阅/复印/拍照事由** |  | | | | | **审批人** | | |  |
| **借 阅（复印/拍照）内容** |  | | | | | | | | |
| **合计** | **档案 卷； 档案 件（本）** | | | | | | | | |
| **经办人** |  | | **归还日期** | |  | | **查收人** |  | |
| **借条与批准人粘贴处** | | | | | | | | | |