様式第14号（第56条関係）

文書保存カード

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 年度 | | | |  | | | | | | | | | 保存番号 | |  | | | ※　簿冊の場合は、その番号を○で囲む。 |
| 課 | | | | | | | | | | | 承認者 |  | |  | |  | |
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| 保存期間  (該当○印) | | 年 | 年 | | 年 | 年 | | ( )年 | | |  | |  | |  | |
| 内容冊数 | | 廃棄年月日  （　　　　　　年）  　　年　　月　　日 | | | | | | 審査 | | | | 備考 | |  | |  | |
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| 冊 | | 受付年月日  （　　　　　　年）  　　年　　月　　日 | | | | | |  | | | | 保存期間満了後の措置 | | | | | |
|  | 個別フォルダー、簿冊名 | | | | | | 確認 | |  | 個別フォルダー、簿冊名 | | | | | | | 確認 |
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| 15 |  | | | | | |  | | 35 |  | | | | | | |  |
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| 19 |  | | | | | |  | | 39 |  | | | | | | |  |
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