# 文件交（接）清单

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 日期 | 文件名称 | 密级 | 交（接）单位 | 移交人 | 接收人 | 备注 |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |

备注：1、本清单为课题组接收或移交文件用。2、密级分别填写：机密、秘密或公开。3、备注填写文件处理情况。