**档案室资料复印（借阅）申请表**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请人 | xxx | | 申请人所在书院 | Xx书院 | | | 经  办  人 | | xxx |
| 序号 | 复印（借阅）内容 | | | 幅  面 | 每份  张数 | 份  数 | 合  计 | | 备注 |
| 1 | 高中档案 | | |  |  | 1 |  | |  |
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| 资料密级 | □绝密 □机密 □密秘 | | | | | | | | |
| 复印原因：  本人因xx（个人账户信息错误更正等原因）原因，前来借阅xx档案。 | | | | | | | | | |
| 辅导员意见： | | | 书院行政副院长意见： | | | 档案室负责人意见： | | | |
| 操作员 | |  | | 复印时间 | | | |  | |