**利用档案审批表**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **利用档案**  **单位、部门** | |  | | | | **姓名** | |  | |
| **利用档案名称（档案号）** | | | | |  | | | | |
| **查阅** | **借用** | | **复制** | |
| **利用目的** | | | |  | | | | | |
| **利用日期** | | | |  | | | **归还日期** | |  |
| **利用单位、部门负责人意见** | | | |  | | | | | |
| **档案形成部门意见** | | | |  | | | | | |
| **办公室主任意见** | | | |  | | | | | |
| **学校领导意见**  **（重要档案）** | | | |  | | | | | |
| **档案利用效果反馈** | | | |  | | | | | |