附件1

测绘成果资料归档登记册（模板）

**单位：**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 资料名称 | 资料编号 | 资料载体 | 收集/自生产 | 收集人 | 收集时间 | 接收人 | 接收时间 | 归档时间 | 立卷号 |
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**备注：**登记信息应尽量详细，不得将一批的多份资料登记为一条记录。

附件2

测绘成果资料档案借（查）阅登记册（模板）

**单位：**

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| 序号 | 资料名称 | 资料编号 | 资料载体 | 使用目的 | 批准人 | 借阅人 | 借阅时间 | 出借人 | 接收人 | 接收时间 | 备注 | 立卷号 |
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**备注：**登记信息应尽量详细，不得将一批的多份资料登记为一条记录。

附件3

测绘成果资料档案移交登记册（模板）

**移交单位：**

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| 序号 | 资料名称 | 资料编号 | 批准人 | 移交人 | 接收单位 | 接收人 | 移交时间 | 备注 |
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**备注：**登记信息应尽量详细，不得将一批的多份资料登记为一条记录。

附件4

测绘成果资料档案销毁登记册（模板）

**送销单位：**

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| 序号 | 资料名称 | 资料编号 | 资料载体 | 销毁理由 | 批准人 | 销毁人 | 监销人 | 销毁时间 | 销毁地点 | 销毁方式 |
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**备注：**登记信息应尽量详细，不得将一批的多份资料登记为一条记录。