**福州软件职业技术学院教学档案销毁申请单**

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| 销毁日期 | |  | 销毁方法 |  | |
| 销  毁  档  案 | 编号 | 标   题 | 数  量 | 密 级 | 备 注 |
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| 申请销毁  档案员 | |  | 监督销毁  人  员 |  | |
| 教务处负责人 | |  | 分管院领导 |  | |
| 备  注 | |  | | | |

注：此单共二联，教务处、档案室各存一联。