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| **محل استقرار:** | | **نام واحد:** | | | | | | | | **تاریخ تکمیل:** | | | | | |
| **رديف** | **عنوان مدرك/ اطلاعات** | | **دارای کد** | | | **نوع مدرك** | | **محل نگهداري**  **فایل کاغذی/نرم افزار** | **مدت**  **نگهداري**  **در واحد (سال)** | | | **دوره**  **Backup**  **گيري**  (ماه) | **محل نگهداری**  **Backup** | **حداقل زمان نگهداري در بايگاني راكد(سال)** | **محل بایگانی راکد** |
| **می باشد** | | **نمی باشد** | **کاغذی** | **نرم افزار** |
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| تهیه کننده: | | | | تائید کننده: | | | | | | | تصویب کننده: | | | | |