法人文書ファイル管理簿

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| 分類 | 法人文書ファイル名 | 作成者 | 作成(取得)時期 | 保存期間満了時期 | 保存期間 | 媒体種別 | 保存場所 | 管理担当課・係 | 保存期間満了後の措置 | 備考 |
| (大) | (中) | (小) |
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