文書ファイル管理簿

（令和　　年度）

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| 文書番号 | ファイル名 | 作成・取得部署 | 起算日 | 保存期間 | 満了日 | 媒体の種類 | 保存場所 | 管理者 | 保存期間満了時の措置 |
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