單位名稱 Unit name 填表日期 Date YYYY-MM-DD

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| 原分類號 Original Classification number | | 修正後(或新增) 分類號 Revised (or new) Classification number | | 修正後(或新增) Revision (or new) | | | | | | | | 備註Remark (若有業務法規規定請提供參考) (refer to related regulations when necessary) | |
| 類目名稱 Class name | | 內容描述 Description | | 保存年限 Retention Period | | 清理處置 Disposition | 基準項目編號 GRS number |
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| 聯絡人 |  | | 連絡電話 | |  | | 單位主管核章 | |  | | 一級主管核章 | |  |
| Contact person |  | | Contact phone | |  | | Unit supervisor’s seal | |  | | First level supervisor seal | |  |