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 |  |