單位名稱： 填表日期：YYYY-MM-DD

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| 原分類號 | | 修正後(或新增) 分類號 | | 修正後(或新增) | | | | | | | 備 註 (若有業務法規規定 請提供參考) | |
| 類目名稱 | | 內容描述 | | 保存 年限 | 清理處置 | 基準項目 編號 |
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| 聯絡人： |  | | 連絡電話： | |  | 單位主管核章 |  | | | 一級主管核章： | |  |