別記第６号様式（第１４条関係）

起案様式

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 緊急文書付せ  　　　　　　　　　　　　　　　んはり付け欄   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 取扱種別： | | | 浄書者印 | | 照合者印 | 公印 | | 発送年  月日印 | | 文書番号 | |  |  | |  |  | |  | | 保存期間 | |  | 発送種別 |  | | | | | | 収受 | | 年　月　日 | | 起案 | | 年　月　日 | | 処理期限 | | 年　月　日 | | 決裁 | | 年　月　日 | 起案者 | 所属 | | | | | | 施行 | | 年　月　日 | 職氏名　　　　　　　　　　　　　　　　㊞ | | | | | | 保管 | | 年　月　日 | （電話　　　番） | | | | | | 件名 | |  | | | | | 件名変更理由 | | | 公表用  件名 | |  | | | | | □個人情報  □法人等の  不利益情報  □その他 | | | 決裁  区分 | |  | | | | | | 決裁 |  | | | | | | | | | 合議 |  | | | | | | | | | 内容 |  | | | | | | | |   山口県立大学 |

備考　用紙の大きさは、日本工業規格Ａ列４とする。