別記第８号様式（第１４条関係）

文書表紙

（表）

|  |  |  |
| --- | --- | --- |
|  | 年度（年） | 年度（年）  書目 |
| 書目 |
| 保存期間  年 |  |
| 廃棄予定  年度（年） |  |
| 所管部室等 | 所管部室等 |
| 整理番号 |

（裏）

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| 目次   |  |  | | --- | --- | | 番号 | 名称 | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |

備考　大きさは、日本工業規格Ａ列４とする