陕西省省级单位档案工作年检登记表

单位名称： 年度：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 档  案  工  作  概  况 | 统一社会  信用代码 | | |  | | | | | | | | | 法定代表人姓名 | | | | | |  | | | | | 居民身  份证号 | | | | | | |  | | | |
| 分管领导 | | |  | | | | | | | | | 职务 | | | | | | | | | | |  | | | | | | | | | | |
| 部门主管领导 | | |  | | | | | | | | | 职务 | | | | | | | | | | |  | | | | | | | | | | |
| 档案机构责任  人（或档案人员） | | |  | | | | | | | | | 联系电话 | | | | | | | | | | |  | | | | | | | | | | |
| 地址 | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 档案工作网络人员数量  （含直属单位） | | | | | | | | | | |  | | | | | 档案培训、会议次数 | | | | | | | | | | | |  | | | | | |
| 档案库房面积(㎡） | | |  | | | | | | | | 库房、办公室、阅览 三分开；  库房、办公两分开 | | | | | | | | | | | | | | | | | |  | | | | |
| 档案装具 | 密集架（列、组） | | | | | | |  | | | | | | | | 铁皮五节柜（组） | | | | | | | | | | | | |  | | | | |
| 防磁柜（个） | | | | | | |  | | | | | | | | 保险柜（个） | | | | | | | | | | | | |  | | | | |
| 安全设施设备  (有划“√”) | 监控设备 | | | | | |  | | | | | | 门禁系统 | | | | | |  | | | | | 防盗门窗 | | | | | | | |  | |
| 空调 | | |  | | | 除湿机 | | | | | |  | | | | 消防设备 | | | | |  | | | | | 温湿度表 | | | | | |  |
| 档案管理软件使用情况(有划“√”) | | | | | | |  | | | | | | 计算机（台） | | | | | |  | | | | | 扫描仪(台) | | | | | | | |  | |
| 检索工具(种/册) | |  | | | | | | | 编研资料及续编情况（种/册） | | | | | | | | | | | | | | |  | | | | | | | | | |
| 各种门类档案实现集中统一管理情况 （是划“√”） | | | | | | | | | | | | | | | | | |  | | 档案移交截止年限 | | | | | | | | | |  | | | |
| 年 月通过档案工作目标管理 级认证 | | | | | | | | | | | | | | | | | | | | 应移交档案数量 | | | | | | | | | |  | | | |
| 档案数量  （各类总数） | 文书档案(卷/件) | | | | | |  | | | | | | | | 产品档案（卷/盒/件） | | | | | | | | | | |  | | | | | | | | |
| 会计档案（卷/盒） | | | | | |  | | | | | | | | 科研档案（卷/盒/件） | | | | | | | | | | |  | | | | | | | | |
| 业务档案（卷/盒/件） | | | | | |  | | | | | | | | 设备档案（卷/盒/件） | | | | | | | | | | |  | | | | | | | | |
| 声像档案（盒／张） | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | | | | | | |
| 实物档案（件） | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | | | | | | |
| 基建档案（卷/盒/件） | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | | | | | | |
| 数字档案资源 | 室藏档案数字化 | | | | | | | | | | 纸质档案（画幅/卷/件） | | | | | | | | | | |  | | | | | | | | | | | | |
| 照片档案（张/G） | | | | | | | | | | |  | | | | | | | | | | | | |
| 录音录像档案(盒、盘/G） | | | | | | | | | | |  | | | | | | | | | | | | |
| OA系统及业务系统电子文件归档形成的电子档案（件/G） | | | | | | | | | |  | | | | | 全文数据库总量（卷/件/G） | | | | | | | | | | | | | | | |  | | |
| 文件级目录数据库(条) | | | | | | | | | |  | | | | | 案卷级目录数据库(条) | | | | | | | | | | | | | | | |  | | |
| 自  检  情  况 | 自检单位分管领导签名：  　　　　　　　　　　　　　　 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 检  查  组  成  员  及  意  见 | 姓名 | | | | | 工作单位 | | | | | | | | | | | | | | | | | | | | | 职务/职称 | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |
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| 检查组拟定年检结果等次：  组长签名：  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 档案  行政  管理  部门  审核  意见 | 盖章  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |