附件2

**卷内文件目录**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 年度 |  | 档号 |  | 保管卷号 |  | 保管期限 |  |
| 单位 |  | 起止日期 |  | 文书处理号 |  | 页数 |  |
| 案卷题名 |  |
| 序号 | 文号 | 责任者 | 题名 | 日期 | 页数 | 备注 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |