**上海交通大学科研项目文件材料归档审核表**

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| **项目名称** | |  | | | **项目来源** | |  | |
| **完成单位** | |  | | | **项目负责人** | |  | |
| **起止日期** | |  | | | **归档日期** | |  | |
| **档案数量** | |  | | | **归档人** | |  | |
| **保管期限** | |  | | | **密级** | |  | |
| **项目简介及档案完整、准确情况** |  | | | | | | | |
| **自评意见**  **项目负责人** | **（签名）** | | **审核意见**  **院（系）科研办** | **（签名或盖章）** | | **审核意见**  **档案管理部门** | | **（签名或盖章）** |
| **备注** |  | | | | | | | |