**哈尔滨工业大学（威海）档案利用审批表**

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| **日 期** |  | **单 位** |  | **姓 名** |  | |
| **序 号** | **档案利用题名** | | **利用目的** | **查阅** | **复制** | **借阅** |
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| **利用档案部门领导审批意见：**  **签字： 年 月 日** | | | | | | |
| **归档部门领导审批意见：**  **签字： 年 月 日** | | | | | | |