**Deliverer’s Name&Surname:** ………………………………… **Date :** …./..../20…..

**Department/Unit** …………………………...

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| --- | --- | --- | --- | --- |
| **Item No** | **Records Delivered)** | **Feature of Records** | **Duration of Keeping in the Archive** | **Signature** |
| **01** |  |  |  |  |
| **02** |  |  |  |  |
| **03** |  |  |  |  |
| **04** |  |  |  |  |
| **05** |  |  |  |  |
| **06** |  |  |  |  |
| **07** |  |  |  |  |
| **08** |  |  |  |  |

**Records-Keeper:** ………………………………

**Signature:**