附件

档案工作年检登记表

（2020年度）

单 位 名 称

单 位 法 人

单位成立时间

全 宗 号

填 报 时 间

|  |  |
| --- | --- |
| 常 州 市 档 案 局 | 制 |
| 常 州 市 档 案 馆 |

说 明

一、各单位按本登记表栏目认真填写，所填内容要求真实无误。

二、本登记表从网上下载后在计算机上进行填写。

三、本登记表实行电子报送，填好后报送常州市档案馆业务指导处邮箱：cdywzdc@163.com。（市属企业、市级机关所属事业单位由各主管部门统一报送）

四、在“是”、“否”、“有”、“无”等后面的方框或括弧内选择打“√”或填写数量。

五、“文件材料归档数量统计”栏中，统计范围包括按有关规定应归档的各种门类和载体的档案。表中列举的门类、载体档案，若本单位未形成，应在相应栏内填写“无”，有表中未列明的其他门类、载体的档案及其数量一一填在空白栏中。

六、有关数量统计栏中既有卷数，又有件数的，应同时注明卷数和件数。

七、封面填报时间为实际填表时间，即2021年×月×日。

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| 一、基 本 情 况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 档案工作分管领导姓名、职务 | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| 部门档案工作主管领导姓名、职务 | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| 档案机构负责人（或档案人员）姓名 | | | | | | | | | | | | | | |  | | | | | | | | 联系电话 | | | | | | |  | | | | | |
| 档案工作专兼职人员数量（包括内勤及直属单位档案员） 人 | | | | | | | | | | | 专职档案员 | | | | | | | | | 人 | | | 每年组织  开展档案  工作活动次数 | | | | | | | 次 | | | | | |
| 兼职档案员 | | | | | | | | | 人 | | |
| 档案管理软件配置情况 | | | | | | | | 有 | | |  | | | | | 无 | | |  | | | | 软件名称 | | | | | | |  | | | | | |
| 档案实现网络化管理 | | | | | | | | 是 | | |  | | | | | 否 | | |  | | | | 计算机 | | | | | | | 台 | | | | | |
| 扫描仪 | | 有 | | | |  | | 无 | | |  | | | | | | | | | | | | 服务器 | | | | | | | 台 | | | | | |
| 数码相机 | | 有 | | | |  | | 无 | | |  | | | | | | | | | | | | 复印机 | | | | | | | 台 | | | | | |
| 库房使用面积 | | | | | ㎡ | | | | | | | | | 独立空调 | | | | | | | 有 | | | 台 | | | | | 无 | | | |  | | |
| 中央空调 | | | | |  | | | | | | | | | 去湿机 | | | | | | | 有 | | | 台 | | | | | 无 | | | |  | | |
| 档案用房情况 | | | 实现档案库房、办公室两分开 | | | | | | | | | | | | | | | | | | 是 | | |  | | | | | | | | | | | |
| 实现档案库房、办公室、阅览室三分开 | | | | | | | | | | | | | | | | | | 是 | | |  | | | | | | | | | | | |
| 按照国家档案局8号令、10号令要求编制文件材料归档范围和档案保管期限表情况 | | | | | | | | | | | | | | | | | | | | | 已审批 | | |  | | 在编制 | | |  | | | 未开展 | |  | |
| 各种门类、载体档案实现集中统一管理情况 | | | | | | | | | | | | | | | | | | | | | 是 | | |  | | 否 | | |  | | | | | | |
| 建立室藏档案数据库情况 | | | | | | | | | | | | | | | | | | | | | 文件级目录数据库，\_\_\_\_\_＿条 | | | | | | | | | | | | | | |
| 全文数据库总量\_\_\_\_G，无（ ） | | | | | | | | | | | | | | |
| OA等办公系统及业务系统电子文件归档情况 | | | | | | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_\_件，存储总量\_\_\_\_G | | | | | | | | | | | | | | |
| 室藏档案数字化情况 | | | | | | | | | | | | 纸质档案\_\_\_\_＿页\_\_\_\_＿件\_\_\_\_＿G | | | | | | | | | | | | | | | | | | | | | | | |
| 照片档案\_\_\_\_＿张\_\_\_\_＿G | | | | | | | | | | | | | | | | | | | | | | | |
| 录音录像档案\_\_\_\_＿盒（盘）\_\_\_\_＿G | | | | | | | | | | | | | | | | | | | | | | | |
| 档案安全保管情况 | | | | | | | | | | | | 档案库房管理八防措施：防潮 有（ ），无（ ）；防高温 有（ ），无（ ）；防火 有（ ），无（ ）；防盗 有（ ），无 （ ）；防霉 有（ ），无（ ）；防微生物 有（ ），无（ ）；防尘 有（ ），无（ ）；防光 有（ ），无（ ） | | | | | | | | | | | | | | | | | | | | | | | |
| 档案数量与统计台账相符 是（ ），否（ ） | | | | | | | | | | | | | | | | | | | | | | | |
| 档案破损 有（ ），无（ ）；霉变 有（ ），无（ ） | | | | | | | | | | | | | | | | | | | | | | | |
| 字迹褪变 有（ ），无（ ） | | | | | | | | | | | | | | | | | | | | | | | |
| 实现智能化库房管理 | | | | | | | | | | | | 是（ ）， 否（ ） | | | | | | | | | | | | | | | | | | | | | | | |
| 档案安全利用情况 | | | | | | | | | | | | 档案信息利用失密泄密 有（ ），无（ ） | | | | | | | | | | | | | | | | | | | | | | | |
| 计划移交时间 | | | | 2022年 | | | | |  | | | | 2023年 | | | | |  | | | | | 2024年 | | | |  | | | 其他 | | |  | | |
| 二、文 件 材 料 归 档 数 量 统 计 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 数量  类别 | | | | | | | 到期应进馆档案(2010年及以前) | | | | | | | | | | 2020年度 | | | | | | | | 室藏总计 | | | | | | 排架长度  （米） | | | | |
| 文  书或管理类  档  案 |  | | | | | | 卷 | | | 件 | | | | | | | 卷 | | | | | 件 | | | 卷 | | | 件 | | |  | | | | |
| 永久 | | | | | |  | | |  | | | | | | |  | | | | |  | | |  | | |  | | |  | | | | |
| 长期 | | | | | |  | | |  | | | | | | |  | | | | |  | | |  | | |  | | |  | | | | |
| 短期 | | | | | |  | | |  | | | | | | |  | | | | |  | | |  | | |  | | |  | | | | |
| 30年 | | | | | |  | | |  | | | | | | |  | | | | |  | | |  | | |  | | |  | | | | |
| 10年 | | | | | |  | | |  | | | | | | |  | | | | |  | | |  | | |  | | |  | | | | |
| 小计 | | | | | |  | | |  | | | | | | |  | | | | |  | | |  | | |  | | |  | | | | |
| 会计档案 | 财务  报告 | | | | | | 卷 | | | | | | | | | | 卷 | | | | | | | | 卷 | | | | | |  | | | |
| 帐簿 | | | | | | 卷 | | | | | | | | | | 卷 | | | | | | | | 卷 | | | | | |  | | | |
| 凭证 | | | | | | 卷 | | | | | | | | | | 卷 | | | | | | | | 卷 | | | | | |  | | | |
| 其它 | | | | | | 卷 | | | | | | | | | | 卷 | | | | | | | | 卷 | | | | | |  | | | |
| 小计 | | | | | | 卷 | | | | | | | | | | 卷 | | | | | | | | 卷 | | | | | |  | | | |
| 照片档案 | | | | | | | 册 张 | | | | | | | | | | 册 张 | | | | | | | | 册 张 | | | | | |  | | | |
| 录音、录像  档案 | | | | | | | 盒（盘） | | | | | | | | | | 盒（盘） | | | | | | | | 盒（盘） | | | | | |  | | | |
| 实物档案 | | | | | | | 件 | | | | | | | | | | 件 | | | | | | | | 件 | | | | | |  | | | |
| 电子档案 | | | | | | | 件 | | | | | | | | | | 件 | | | | | | | | 件 | | | | | |  | | | |
| 光盘 | | | | | | | 张 | | | | | | | | | | 张 | | | | | | | | 张 | | | | | |  | | | |
| 基建档案 | | | | | | | 卷 | | | | | | | | | | 卷 | | | | | | | | 卷 | | | | | |  | | | |
| 设备档案 | | | | | | | 卷 | | | | | | | | | | 卷 | | | | | | | | 卷 | | | | | |  | | | |
| 科研档案 | | | | | | | 卷 | | | | | | | | | | 卷 | | | | | | | | 卷 | | | | | |  | | | |
| 产品档案 | | | | | | | 卷 | | | | | | | | | | 卷 | | | | | | | | 卷 | | | | | |  | | | |
|  | | | | | | | 卷 | | | | | | | | | | 卷 | | | | | | | | 卷 | | | | | |  | | | |
|  | | | | | | | 卷 | | | | | | | | | | 卷 | | | | | | | | 卷 | | | | | |  | | | |
| 合计 | | | | | | | 卷 | | | 件 | | | | | | | 卷 | | | | | 件 | | | 卷 | | | 件 | | |  | | | |