**编号：TZRY-JG-AF/SOP27-001-3.7**

**文件分发回收记录表**

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| **序号** | **文件名称** | **版本号** | **专业** | **分发** | | **回收** | | | |
| **分发人及日期** | **接收人及日期** | **作废章** | **收回** | **归还人** | **接收人及日期** |
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| **编号：TZRY-JG-AF/SOP27-002-3.7**  **文件销毁登记表** | | | | | |
| 序号 | 文件标题 | 文号编号 | 销毁版本号 | 销毁科室 | 签收人、日期 |
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**编号：TZRY-JG-AF/SOP27-003-3.7**

**档案查阅登记表**

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| 项目名称 | 查阅内容 | 查阅时间 | 查阅人签名 | 归还时间 | 档案管理员签名 |
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**编号：TZRY-JG-AF/SOP27-004-3.7**

**归档文件一览表**

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| **序号** | **试验项目名称** | **档案位置** | **归档编号** | **归档时间** | **CRC/CRA** | **启动时间** | **主要研究者（PI）** | **申办单位** | **CRO** |
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