様式第4号

起案書

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| 起案用紙 | | | | | | | | | 発生年度 | 年度 |
| 決裁区分 | | |  |  | | |  |  |  |  |
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|  |  | |  |  | | | 課内回議 | | | |
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| 合議 | | | | | | | | | | |
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| 文書分類 | |  | | | | | | 文書番号 |  | |
| ファイル名 | |  | | | | | | 保存年限 |  | |
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| 決裁日 | |  | | |
| 施行日 | |  | | |
| 件名 | | | | | | | | | | |