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| 紀錄編號. / NO |  | 填表日期. / Date. |  |
| **單位****Unit** |  | **申請人****Applicant** |  |
| **調閱期間****Period** | 自For |  | 年Year |  | 月Month |  | 日Date |
| 至to |  | 年Year |  | 月Month |  | 日Date |
| **借調資料清單 / The Documents List** |
| **資料欄位名稱Data field name** | **機密等級Level of confidentiality** |
|  |  |
| **調閱原因 / Reason** |
|  |

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| **權責單位審核 / Authorization** |
| □同意－Agree □不同意－Not Agree |
| □申請調閱資料無法由現行系統產生，請資訊發展處協助轉出資料。Due to the outcome that Information Data not able to be generated by the existing system , please help in transferring. |

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| 單位Unit | 資料權責單位Data Owner | 資訊發展處Office of Information and Communication Technology |
| 申請人Applicant單位主管Unit Chief | 業務承辦Administrator權責主管Unit Director | 業務承辦Administrator權責主管Unit Director | 資訊長Dean of OICT |
| 文件提供日期Provide date |  | 年Year |  | 月Month |  | 日Date | 經辦人Person in charge |  |
| 轉出資料註記Notes |  |
| 其他備註The other notes |  |