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| **日期** | **使用同仁單位/姓名** | **資料名稱/內容** | **備考** |
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※非權責單位同仁取用資料，請於用途欄加註權責單位陪同人員姓名

※本表應定期由權責單位主管審閱簽核 主管簽核：