**文件收发记录**

编号：ISMS-1-D-02

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| **文件编码** | **文件名称** | **版本** | **生效日期** | **受控期** | **发放部门** | **发放日期** | **回收日期** | **销毁日期** | **文档发布人/联系电话** | **接收确认人** |
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