**东南大学档案馆安全检查情况记录**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **检查时间** | |  | | **检查部门** |  |
| **检查方式** | | **自查、互查、馆查** | | **检查范围** |  |
| **检查人员** | |  | | | |
| **检**  **查**  **情**  **况** | **工**  **作**  **区**  **域** | **门窗** |  | | |
| **报警装置** |  | | |
| **电脑、空调** |  | | |
| **电路系统** |  | | |
| **档**  **案**  **库**  **房** | **数量缺损** |  | | |
| **字迹褪变** |  | | |
| **纸张破损** |  | | |
| **霉变情况** |  | | |
| **虫蛀情况** |  | | |
| **其它** |  | | |
| **机**  **房** | **机器运转** |  | | |
| **电路系统** |  | | |
| **空调、报警** |  | | |
| **涉**  **密区**  **域** | **门窗、报警** |  | | |
| **保险、监控** |  | | |
| **电路系统** |  | | |
|  |  | | |
| **采**  **取**  **措**  **施** |  | | | | |
| **备**  **注** |  | | | | |