様式第5号（第16条関係）

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 保存期間 | | |  | | | 決裁区分 | |  | | | |
| 収受日 | | |  | | | 分類 | |  | | | |
| 起案日 | | |  | | | 文書番号 | |  | | | |
| 決済日 | | |  | | | 起案者 | |  | | | |
| 施行日 | | |  | | |
| 処理期限 | | |  | | |
| 発信元文書の日付 | | |  | | |
| 公印 | | |  | | | 開示区分 | |  | | | |
| 不開示理由 | | |  | | | | | | | | |
| あて先 | | |  | | | | | | | | |
| 件名 | | |  | | | | | | | | |
| 公開件名 | | |  | | | | | | | | |
| 決 裁 ・ 合 議 |  |  | |  |  | |  | |  |  |  |
|  |  | |  |  | |  | |  |  |  |
|  |  | |  |  | |  | |  |  |  |
| 公印使用承認 |  | | | | | | | | | | |
| 伺い文 | | | | | | | | | | | |