# Abgabeliste

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| Datum: |  |
| Abgebende Stelle: |  |
| Ansprechperson: |  |
| Tel.: |  |
| E-Mail: |  |

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| Kurzbeschreibung des Inhalts: |
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| **Nr.** | **Inhalt**  kurze Zusammenfassung, z. B. die Rückenbeschriftung eines Aktenordners | | **Laufzeit**  Jahreszahlen des ältesten und des jüngsten Dokuments | **Format/**  **Sonstiges**  z. B. Aktenordner, Foto, Karteikasten, CD, Karte etc. |
| Bsp. | Protokolle 01.2020–12.2021 | | 2020–2021 | Aktenordner |
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| **Nr.** | **Inhalt** | **Laufzeit** | | **Format/**  **Sonstiges** |
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