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| 泸溪县农业农村局音像记录事项清单   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **序号** | **执法环节** | **执法事项** | **记录事项** | **执法时限要求** | **记录人** | **开始记录时间** | **记录过程** | **结束记录时间** | **执法记录类别** | **备注** | | 1 | 现场检查 | 调查取证 | 现场检查过程 | 适时 | 执法人员 | 调查取证 | 记录现场检查全过程。 | 现场检查完毕 | 场景类 |  | | 2 | 调查询问 | 调查取证 | 调查询问过程 | 适时 | 执法人员 | 调查询问 | 记录调查询问全过程。 | 调查询问完毕 | 场景类 |  | | 3 | 听证 | 陈述、申辩 | 听证过程 | 适时 | 执法人员 | 听证前 | 记录听证全过程 | 听证结束 | 场景类 |  | | 4 | 证据保全 | 收集证据 | 证据保全过程 | 适时 | 执法人员 | 证据保全前 | 记录收集证人证言全过程。 | 证据保全结束 | 场景类 |  | | 5 | 文书送达 | 直接送达、留置送达、公告送达 | 送达文书全过程 | 适时 | 执法人员 | 文书送达环节开始 | 记录直接送达、留置送达或公告送达文书的全过程。 | 文书送达环节结束 | 确认类 |  | | 6 | 其他执法环节 | 执法人员认为有必要记录的事项 | 与当事人接触 | 适时 | 执法人员 | 适时 | 记录能够反映相关事项或场景的全过程 | 适时 | 场景类 |  | |