Wzór formularza spisu spraw

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| 20…… | …………… | …………… | …………… | ………………………………… |
| (rok) | (pracownik) | (symbol jednostki org.) | (oznaczenie teczki) | (tytuł teczki wg wykazu akt) |
| L.p. | SPRAWA(krótka treść) | OD KOGO WPŁYNĘŁA | DATA | UWAGI(sposób załatwienia) |
| znak pisma | z dnia | wszczęcia sprawy | ostatecznego załatwienia |
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