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| **Rok** | **Referent** | **Symbol komórki organizacyjnej** | **Oznacz. teczki** | **Tytuł teczki wg wykazu akt** |
| **Lp.** | **SPRAWA****(krótka treść)** | **OD KOGO WPŁYNĘŁO** | **DATA** | **UWAGI****(sposób załatwienia)** |
| **znak pisma** | **z dnia** | **wszczęcia** | **ostateczne załatw.** |
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