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| **Rok** | **Symbol komórki organizacyjnej** | **Symbol klasyfikacyjny z wykazu akt** | **Hasło klasyfikacyjne z wykazu akt** | | | | | |
| **Lp.** | **TYTUŁ SPRAWY**  **(krótka treść)** | | **OD KOGO WPŁYNĘŁO** | | **DATA** | | **Imię i nazwisko prowadzącego sprawę** | **UWAGI**  **(sposób załatwienia)** |
| **znak pisma** | **z dnia** | **wszczęcia** | **ostateczne załatw.** |
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