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(наименование организации)

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(наименование структурного подразделения)

**ДЕЛО №** \_\_\_\_\_\_\_\_\_ **ТОМ №**\_\_\_\_\_\_\_\_

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(заголовок дела)

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(крайние даты)

 На \_\_\_\_\_\_\_\_\_\_\_\_\_ листах

 Хранить: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Ф. №\_\_\_\_\_\_\_\_\_\_** |
| **Оп. №\_\_\_\_\_\_\_\_\_** |
| **Д. №\_\_\_\_\_\_\_\_\_\_** |