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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)

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

На \_\_\_\_\_ листах

Хранить: \_\_\_\_\_\_\_\_\_\_\_\_\_\_