Załącznik Nr 6  
do Instrukcji Kancelaryjnej UWr

**WZÓR SPISU SPRAW**

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| Rok | symbol jednostki organizacyjnej | Symbol klasyfikacyjny wg wykazu akt | | tytuł teczki wg wykazu akt | | | | |
| L.p. | SPRAWA  (krótka treść) | | OD KOGO WPŁYNĘŁA | | | DATA | | U W A G I  (sposób załatwienia) |
| wszczęcia  sprawy | ostatecz.  załatw. |
| znak sprawy | | z  dnia |
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