Załącznik nr 1 do Instrukcji kancelaryjnej

SPIS SPRAW

| **Rok** | **Referent** | **Symbol jednostki organizacyjnej** | **Oznaczenie teczki** | **Tytuł teczki według wykazu akt** |
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| **Lp.** | **Sprawa (krótka treść)** | **Od kogo wpłynęła,** **data, znak pisma**  | **Data** **wszczęcia sprawy** | **Data** **ostatecznego załatwienia** | **Uwagi (sposób załatwienia)** |
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