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| **Rok** | **Prowadzący sprawę** | **Symbol jednostki organizacyjnej UJ** | **Symbol  z JRWA** | **Tytuł teczki** | | | | |
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| **Lp.** | **SPRAWA**  (krótka treść) | | | **Od kogo wpłynęła** | | **Data** | | **UWAGI**  (sposób załatwienia) |
| **znak pisma** | **z dnia** | **wszczęcia sprawy** | **ostatecznego załatwienia** |
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