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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | | 11 | | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | | 20 | | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Срок исполнения  **#EXEC\_TERM&** | | | | | | | | Название вида документа  **#DOC\_KIND&** | | | | | | | | | | | | | | | Автор (корреспондент)  **#SIGN\_ORG&** | | | | | | | | | | | | | | |
| Дата и индекс поступления  **#REG\_DATE& №** **#REG\_IND&** | | | | | | | | | | | | | | | | | | Дата и индекс документа  **#DOC\_DATE& № #DOC\_IND&** | | | | | | | | | | | | | | | | | | | |
| Заголовок (краткое содержание)  **#CONTENT&** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Резолюция или кому направлен документ  **#RES\_TEXT&#RES\_MAN& #RES\_DATE&** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Отметка об исполнении документа  **#ANS\_TEXT&**  **#ANS\_DATE& #ANS\_IND&** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Фонд № | | | | | | | | | | | Опись № | | | | | | | | | | | | | | Дело № **#FILE\_ID&** | | | | | | | | | | | | |
| Дата поступления(REG\_DATE) | | | | | | | | | | | | | #REG\_DATE& | | | | | | | | | | | | | | | | | | | | | | | | |
| Входящий индекс(REG\_IND) | | | | | | | | | | | | | #REG\_IND& | | | | | | | | | | | | | | | | | | | | | | | | |
| №п/п(REG\_NUM) | | | | | | | | | | | | | #REG\_NUM& | | | | | | | | | | | | | | | | | | | | | | | | |
| Способ доставки(DELIV\_KIND) | | | | | | | | | | | | | #DELIV\_KIND& | | | | | | | | | | | | | | | | | | | | | | | | |
| Корреспондент(SIGN\_ORG) | | | | | | | | | | | | | #SIGN\_ORG& | | | | | | | | | | | | | | | | | | | | | | | | |
| Подписал(SIGN\_NAME) | | | | | | | | | | | | | #SIGN\_NAME& | | | | | | | | | | | | | | | | | | | | | | | | |
| Дата документа(DOC\_DATE) | | | | | | | | | | | | | #DOC\_DATE& | | | | | | | | | | | | | | | | | | | | | | | | |
| Индекс документа(DOC\_IND) | | | | | | | | | | | | | #DOC\_IND& | | | | | | | | | | | | | | | | | | | | | | | | |
| Ответ на исходящий №(REQ\_IND) | | | | | | | | | | | | | #REQ\_IND& | | | | | | | | | | | | | | | | | | | | | | | | |
| от(REQ\_DATE) | | | | | | | | | | | | | #REQ\_DATE& | | | | | | | | | | | | | | | | | | | | | | | | |
| Вид документа(DOC\_KIND) | | | | | | | | | | | | | #DOC\_KIND& | | | | | | | | | | | | | | | | | | | | | | | | |
| Листов(NUM\_LIST) | | | | | | | | | | | | | #NUM\_LIST& | | | | | | | | | | | | | | | | | | | | | | | | |
| Приложений(NUM\_APP) | | | | | | | | | | | | | #NUM\_APP& | | | | | | | | | | | | | | | | | | | | | | | | |
| Краткое содержание(CONTENT) | | | | | | | | | | | | | #CONTENT& | | | | | | | | | | | | | | | | | | | | | | | | |
| Исполнитель(ADR\_NOTE) | | | | | | | | | | | | | #ADR\_NOTE& | | | | | | | | | | | | | | | | | | | | | | | | |
| Телефон(ADR\_PHONE) | | | | | | | | | | | | | #ADR\_PHONE& | | | | | | | | | | | | | | | | | | | | | | | | |
| Тематика(SUBJ\_ID) | | | | | | | | | | | | | #SUBJ\_ID& | | | | | | | | | | | | | | | | | | | | | | | | |
| Кому адресован(REQ\_TEXT) | | | | | | | | | | | | | #REQ\_TEXT& | | | | | | | | | | | | | | | | | | | | | | | | |
| Текст резолюции(RES\_TEXT) | | | | | | | | | | | | | #RES\_TEXT& | | | | | | | | | | | | | | | | | | | | | | | | |
| Автор резолюции(RES\_MAN) | | | | | | | | | | | | | #RES\_MAN& | | | | | | | | | | | | | | | | | | | | | | | | |
| Дата резолюции(RES\_DATE) | | | | | | | | | | | | | #RES\_DATE& | | | | | | | | | | | | | | | | | | | | | | | | |
| Исполнитель(EXEC\_MAN) | | | | | | | | | | | | | #EXEC\_MAN& | | | | | | | | | | | | | | | | | | | | | | | | |
| Исполнители(EXEC\_MENS) | | | | | | | | | | | | | #EXEC\_MENS& | | | | | | | | | | | | | | | | | | | | | | | | |
| Срок исполнения(EXEC\_TERM) | | | | | | | | | | | | | #EXEC\_TERM& | | | | | | | | | | | | | | | | | | | | | | | | |
| Дата исполнения(EXEC\_FACT) | | | | | | | | | | | | | #EXEC\_FACT& | | | | | | | | | | | | | | | | | | | | | | | | |
| Краткое содержание ответа(решения)(ANS\_TEXT) | | | | | | | | | | | | | #ANS\_TEXT& | | | | | | | | | | | | | | | | | | | | | | | | |
| Дата ответа(ANS\_DATE) | | | | | | | | | | | | | #ANS\_DATE& | | | | | | | | | | | | | | | | | | | | | | | | |
| Индекс ответа (ANS\_IND) | | | | | | | | | | | | | #ANS\_IND& | | | | | | | | | | | | | | | | | | | | | | | | |
| Контроль(REQ\_CHECK) | | | | | | | | | | | | | #REQ\_CHECK& | | | | | | | | | | | | | | | | | | | | | | | | |
| Снят с контроля(CHECK\_OUT) | | | | | | | | | | | | | #CHECK\_OUT& | | | | | | | | | | | | | | | | | | | | | | | | |
| Дата снятия(CHECK\_DATE) | | | | | | | | | | | | | #CHECK\_DATE& | | | | | | | | | | | | | | | | | | | | | | | | |
| Принял решение о снятии(CHECK\_MAN) | | | | | | | | | | | | | #CHECK\_MAN& | | | | | | | | | | | | | | | | | | | | | | | | |
| Индекс дела(FILE\_ID) | | | | | | | | | | | | | #FILE\_ID& | | | | | | | | | | | | | | | | | | | | | | | | |
| Папка(FOLDER\_ID) | | | | | | | | | | | | | #FOLDER\_ID& | | | | | | | | | | | | | | | | | | | | | | | | |
| Группа(GROUP\_ID) | | | | | | | | | | | | | #GROUP\_ID& | | | | | | | | | | | | | | | | | | | | | | | | |