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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 | | | | | | | | | | | | | | | | | Дата и индекс документа  **#REG\_DATE& №** **#REG\_IND&** | | | | | | | | | | | | | | | | | | | |
| Заголовок (краткое содержание)  **#CONTENT&** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Резолюция или кому направлен документ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Отметка об исполнении документа  **#ANS\_TEXT&**  **#ANS\_DATE& #ANS\_IND&** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Контрольные отметки | | | | | | | |
| Фонд № | | | | | | | | | | | Опись № | | | | | | | | | | | | | Дело № **#FILE\_ID&** | | | | | | | | | | | | |
| Дата регистрации(REG\_DATE) | | | | | | | | | | | #REG\_DATE& | | | | | | | | | | | | | | | | | | | | | | | | | |
| Исходящий индекс(REG\_IND) | | | | | | | | | | | #REG\_IND& | | | | | | | | | | | | | | | | | | | | | | | | | |
| №п/п(REG\_NUM) | | | | | | | | | | | #REG\_NUM& | | | | | | | | | | | | | | | | | | | | | | | | | |
| Способ отправки( DELIV\_KIND) | | | | | | | | | | | #DELIV\_KIND& | | | | | | | | | | | | | | | | | | | | | | | | | |
| Корреспондент(SIGN\_ORG) | | | | | | | | | | | #SIGN\_ORG& | | | | | | | | | | | | | | | | | | | | | | | | | |
| Кому адресован (SIGN\_NAME) | | | | | | | | | | | #SIGN\_NAME& | | | | | | | | | | | | | | | | | | | | | | | | | |
| SIGN\_ORGS | | | | | | | | | | | #SIGN\_ORGS& | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ответ на входящий №(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& | | | | | | | | | | | | | | | | | | | | | | | | | |
| Подписал(RES\_MAN) | | | | | | | | | | | #RES\_MAN& | | | | | | | | | | | | | | | | | | | | | | | | | |
| Исполнитель(EXEC\_MAN) | | | | | | | | | | | #EXEC\_MAN& | | | | | | | | | | | | | | | | | | | | | | | | | |
| Тематика(SUBJ\_ID) | | | | | | | | | | | #SUBJ\_ID& | | | | | | | | | | | | | | | | | | | | | | | | | |
| Дата направления(EXEC\_DATE) | | | | | | | | | | | #EXEC\_DATE& | | | | | | | | | | | | | | | | | | | | | | | | | |
| Срок исполнения(EXEC\_TERM) | | | | | | | | | | | #EXEC\_TERM& | | | | | | | | | | | | | | | | | | | | | | | | | |
| Дата исполнения(EXEC\_FACT) | | | | | | | | | | | #EXEC\_FACT& | | | | | | | | | | | | | | | | | | | | | | | | | |
| Краткое содержание ответа (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& | | | | | | | | | | | | | | | | | | | | | | | | | |