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| **房山区环保局会议通知记录单** | | | | | |
| **来电 单位** | from | **来电 时间** | recvM月recvD日 recvTime | **联系人及电话** | contact |
| **记录人** | recorder |
| **会议时间** | meetM月meetD日（week） meetTime | **会议地点** | place | | |
| **会议内容** | content | | | | |
| **领导批示** |  | | | | |
| **参会领导** |  | | | | |
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