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| **OFFICE** | Finance and Administrative Division - Regional Information and Communications Technology Unit (FAD-RICTU)  and Provincial/HUC Offices |
| **QUALITY PROCEDURE TITLE** | Regional Records Management |
| **PERIOD** | Month of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **No.** | **Record No.** | **Subject** | **Source** | **Received** | | **Released** | | | | **Processing Day** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Date** | **Time** | **To/For** | **Mode** |
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