**سجل حصر السجلات**

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| م | اسم السجل | الكود  (إن وجد) | مكان الحفظ | المسؤول عن الحفظ | مدة الحفظ | التصرف بعد مدة الحفظ |
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| الاسم: | التوقيع: |