**القسم / المكتب : .........................................................**

**المسئول: ............................. التاريخ: ...........................................**

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| **ملاحظات** | **طريقة التخلص** | **مدة الاحتفاظ** | **المسئول** | **الكود** | **اسم السجل** | **م** |
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|  |  |  |  | **يعتمد / رئيس مكتب إدارة الجودة** |  |