Приложение № 2

к положению «О ведении личного дела

работника органа местного самоуправления

Красногорского муниципального района,

утвержденному решением Совета депутатов

от «\_\_\_\_»\_\_\_\_\_\_\_ 2011г. № \_\_\_\_\_\_\_

ВНУТРЕННЯЯ ОПИСЬ ДОКУМЕНТОВ ЛИЧНОГО ДЕЛА № \_\_\_\_\_\_

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(фамилия, имя, отчество работника)

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| --- | --- | --- | --- | --- | --- |
| № п/п | Дата документа | Наименование документа | Номера листов дела | Дата изъятия документа, кем изъят, по какой причине | Приме-чание |
| **1** | **3** | **4** | **5** |  | **6** |
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Итого \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ документов

(цифрами и прописью)

Количество листов внутренней описи \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(цифрами и прописью)

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(наименование должности) (подпись) (Ф.И.О.)

«\_\_\_\_\_» \_\_\_\_\_\_\_\_\_ 20\_\_\_\_г.