**Log of Request for Copies of Documents**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of Document** | **Name of Recipient** | **# of Copies** | **Reasons for the Request** | **Signature of**  **Recipient** | **Initials of Secretariat** | **Date Out** | **Date Returned** |
|  | <TITLE, NAME, SURNAME> |  |  |  |  |  |  |
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*Note: This log should be attached to the original documents.*