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| REGISTRO DE ENTRADA | | | | **ENTIDAD PRODUCTORA** | **OFICINA PRODUCTORA** |
| Día | Mes | AÑO | No TRANS |  |  |
|  |  |  |  | **UNIDAD ADMINISTRATIVA** | **PROCESO** |
|  |  |
| **OBJETO** | | | |  | |

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| **No.** | **CÓDIGO** | **SERIE / SUBSERIE / ASUNTO** | **FECHAS EXTREMAS** | | **UN CONSERVACIÓN** | | | | **No FOLIOS** | **SOPORTE** | **FRECUENCIA DE CONSULTA** | **NOTAS** |
| **INICIAL** | **FINAL** | **CAJA** | **CARPETA** | **TOMO** | **OTRO** |
| 1 |  | Requerimiento de información | 2012 | 2012 |  | X |  |  |  | Secretaria general |  |  |
| 2 |  | Requerimiento de información | 2012 | 2012 |  | X |  |  |  | Secretaria general |  |  |
| 3 |  | Requerimiento de información | 2012 | 2012 |  | X |  |  |  | Secretaria general |  |  |
| 4 |  | Requerimiento de información | 2012 | 2012 |  | X |  |  |  | Secretaria general |  |  |
| 5 |  | Registro asistencia docent. | 2012 | 2012 |  | X |  |  |  | Secretaria general |  |  |
| 6 |  | Registro salida y entrada | 2012 | 2012 |  | X |  |  |  | Secretaria general |  |  |

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| **INICIAL** | **FINAL** | **CAJA** | **CARPETA** | **TOMO** | **OTRO** |
| 7 |  | Registro asistencia docent. | 2012 | 2012 |  | X |  |  |  | Secretaria general |  |  |
| 8 |  | Registro asistencia docent. | 2012 | 2012 |  | X |  |  |  | Secretaria general |  |  |
| 9 |  | registro | 2012 | 2012 |  | X |  |  |  | Secretaria general |  |  |
| 10 |  | Registro ausentismo | 2012 | 2012 |  | X |  |  |  | Secretaria general |  |  |
| 11 |  | Registro autorizado | 2012 | 2012 |  | X |  |  |  | Secretaria general |  |  |
| 12 |  | Registro de comunicación | 2012 | 2012 |  | X |  |  |  | Archivo central |  |  |
| 13 |  | Registro de comunicación | 2012 | 2012 |  | X |  |  |  | Archivo central |  |  |
| 14 |  | Registro de comunicación | 2012 | 2012 |  | X |  |  |  | Archivo central |  |  |
| 15 |  | Registro de préstamo | 2012 | 2012 |  | X |  |  |  | Archivo central |  |  |

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| **INICIAL** | **FINAL** | **CAJA** | **CARPETA** | **TOMO** | **OTRO** |
| 16 |  | Registro de comunicación | 2012 | 2012 |  | X |  |  |  | Archivo central |  |  |
| 17 |  | Registro de comunicación | 2012 | 2012 |  | X |  |  |  | Archivo central |  |  |
| 18 |  | Requerimiento de información | 2012 | 2012 |  | X |  |  |  | Archivo central |  |  |
| 19 |  | Registro de comunicación | 2012 | 2012 |  | X |  |  |  | Archivo central |  |  |
| 20 |  | Registro | 2012 | 2012 |  | X |  |  |  | Almacén |  |  |
| 21 |  | Registro de requerimiento | 2012 | 2012 |  | X |  |  |  | Almacén |  |  |
| 22 |  | Requerimiento de traslado | 2012 | 2012 |  | X |  |  |  | Almacén |  |  |
| 23 |  | Requerimiento de devolución | 2012 | 2012 |  | X |  |  |  | Almacén |  |  |

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| **INICIAL** | **FINAL** | **CAJA** | **CARPETA** | **TOMO** | **OTRO** |
| 24 |  | Requerimiento de información | 2012 | 2012 |  | X |  |  |  | sistemas |  |  |
| 25 |  | Registro de parceladores | 2012 | 2012 |  | X |  |  |  | Sistemas |  |  |
| 26 |  | Calendario exámenes | 2012 | 2012 |  | X |  |  |  | Sistemas |  |  |
| 27 |  | Calendario académico | 2012 | 2012 |  | X |  |  |  | Sistemas |  |  |
| 28 |  | Registro parceladores | 2012 | 2012 |  | X |  |  |  | Sistemas |  |  |
| 29 |  | Registro | 2012 | 2012 |  | X |  |  |  | Secretaria general |  |  |
| 30 |  | Registros | 2012 | 2012 |  | X |  |  |  | Secretaria general |  |  |
| 31 |  | Registro de seguimiento | 2012 | 2012 |  | X |  |  |  | Secretaria general |  |  |
| 32 |  | Calendario | 2012 | 2012 |  | X |  |  |  | Importaciones |  |  |

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| **Fin** | **CÓDIGO** | **SERIE / SUBSERIE / ASUNTO** | **FECHAS EXTREMAS** | | **UN CONSERVACIÓN** | | | | **No FOLIOS** | **SOPORTE** | **FRECUENCIA DE CONSULTA** | **NOTAS** |
| **INICIAL** | **FINAL** | **CAJA** | **CARPETA** | **TOMO** | **OTRO** |
| 33 |  | Registro | 2012 | 2012 |  | X |  |  |  | Importaciones |  |  |
| 34 |  | Requerimiento de información | 2012 | 2012 |  | X |  |  |  | Bienestar universitario |  |  |
| 35 |  | Requerimiento de información | 2012 | 2012 |  | X |  |  |  | Financiera |  |  |
| 36 |  | Requerimientos | 2012 | 2012 |  | X |  |  |  | Financiera |  |  |