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| **VIGENCIA** |  |

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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** |
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|  | **ELABORÓ** | **ENTREGÓ** | **RECIBIÓ** |
| FIRMA |  |  |  |
| NOMBRE |  |  |  |
| CARGO |  |  |  |
| LUGAR Y FECHA |  |  |  |