**FORMATO ÚNICO DE INVENTARIO DOCUMENTAL**

**ARCHIVO DE TRÁMITE**

**FONDO DOCUMENTAL: SECRETARIA DE PROTECCIÓN CIVIL \_\_\_\_**

**REGISTRO DE ENTRADA**

**ENTIDAD PRODUCTORA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UNIDAD ADMINISTRATIVA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_**

**Nº TRANSFERENCIA**

**DÍA**

**MES**

**AÑO**

**OFICINA PRODUCTORA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_**

**OBJETO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

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| **NUMERO DE ORDEN** | **CÓDIGO** | **SECCIÓN** | **DESCRIPCIÓN DEL ASUNTO DEL EXPEDIENTE** | **NOMBRE DE LA SERIE O SUBSERIE** | **FECHAS EXTREMAS**  **(año/mes/día)** | | **UNIDAD DE CONSERVACIÓN** | | | | **NUMERO DE FOLIOS** | **SOPORTE** |
| **INICIAL** | **FINAL** | **CAJA** | **CARPETA** | **TOMO** | **OTRO** |
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**Elaborado por:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Entregado por:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Recibido por:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cargo:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cargo:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cargo:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Firma:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Firma:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Firma:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lugar:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Fecha:** \_\_\_\_\_\_\_\_\_\_ **Lugar:** \_\_\_\_\_\_\_\_\_\_\_\_ **Fecha:** \_\_\_\_\_\_\_\_\_\_ **Lugar:** \_\_\_\_\_\_\_\_\_\_\_\_ **Fecha:** \_\_\_\_\_\_\_\_\_\_