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|  | **CONTRALORÍA GENERAL DE SANTANDER** | **CÓDIGO: REGD-05-01** | | |
| **Versión 2** | | **CODIGO TR: NA** |
| **FORMATO ÚNICO DE INVENTARIO DOCUMENTAL** | **Hoja \_\_ De \_\_** | **FECHA:** | |

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| **UNIDAD REMITENTE:** |  | **REGISTRO DE ENTREGA** | | | |
| **UNIDAD PRODUCTORA:** |  | **AÑO** | **MES** | **DÍA** | **No. T**  **(# Transferencia)** |
| **UNIDAD ADMINISTRATIVA:** |  |
| **OFICINA PRODUCTORA:** |  |  |  |  |  |
| **OBJETO:** |  |

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| **NUMERO DE ORDEN** | **CÓDIGO** | **NOMBRE DE LA SERIE, SUBSERIE O ASUNTOS** | **FECHAS EXTREMAS**  **(AAAA-MM-DD)** | | **UNIDAD DE CONSERVACIÓN** | | | | **NÚMERO DE FOLIOS** | **SOPORTE** | **FRECUENCIA DE CONSULTA** | **NOTAS** |
| **Inicial** | **Final** | **Caja** | **Carpeta** | **Tomo** | **Otro** |
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| **Elaborado por:** | **Entregado por:** | **Recibido por:** |
| **Cargo:** | **Cargo:** | **Cargo:** |
| **Firma:** | **Firma:** | **Firma:** |
| **Lugar y Fecha:** | **Lugar y Fecha:** | **Lugar y Fecha:** |