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**INSTRUCCIONES DE DILIGENCIAMIENTO**

(no imprima esta hoja)

Diligencie de acuerdo con la siguiente descripción:

|  |  |
| --- | --- |
| **OFICINA PRODUCTORA / CÓDIGO** | Consignar el código de la oficina productora que produce la serie o subserie documental como resultado del ejercicio de sus funciones. |
| **OFICINA PRODUCTORA / NOMBRE** | Consignar el nombre de la oficina productora que produce la serie o subserie documental como resultado del ejercicio de sus funciones. |
| **SERIE / CÓDIGO** | Consignar el código de la serie documental, según lo definido en el Cuadro de Clasificación Documental – CCD, las Tablas de Retención Documental - TRD o Tablas de Valoración Documental – TVD. Según corresponda |
| **SERIE / NOMBRE** | Consignar el nombre de la serie documental, según lo definido en el Cuadro de Clasificación Documental – CCD, las Tablas de Retención Documental - TRD o Tablas de Valoración Documental – TVD. Según corresponda |
| **SUBSERIE / CÓDIGO** | Consignar el código de la subserie documental, según lo definido en el Cuadro de Clasificación Documental – CCD, las Tablas de Retención Documental - TRD o Tablas de Valoración Documental – TVD. Según corresponda |
| **SUBSERIE / NOMBRE** | Consignar el nombre de la subserie documental, según lo definido en el Cuadro de Clasificación Documental – CCD, las Tablas de Retención Documental - TRD o Tablas de Valoración Documental – TVD. Según corresponda |
| **NOMBRE** | Consignar el nombre con el cual se identifica la unidad documental. |
| **IDENTIFICADOR** | Campo alfabético, numérico o alfanumérico de los expedientes, llave o dato principal de acceso al documento. Ej. Número de contrato, de cédula, NIT, etc. |
| **FECHAS EXTREMAS / INICIAL** | Consignar la fecha inicial de cada unidad documental descrita. Deben colocarse los cuatro dígitos correspondientes al año, los dos dígitos correspondientes al mes y los dos dígitos correspondientes al día. Las fechas que se registren deben corresponder al documento principal con el cual se dio la ordenación y no a los anexos. Cuando la documentación no tenga fecha se anotarán las siglas “S.F.” que significan “sin fecha”. |
| **FECHAS EXTREMAS / FINAL** | Consignar la fecha final de cada unidad documental descrita. Deben colocarse los cuatro dígitos correspondientes al año, los dos dígitos correspondientes al mes y los dos dígitos correspondientes al día. Las fechas que se registren deben corresponder al documento principal con el cual se dio la ordenación y no a los anexos. Cuando la documentación no tenga fecha se anotarán las siglas “S.F.” que significan “sin fecha”. |
| **N° DE CAJA** | Se debe registrar el número asignado a cada carpeta en orden consecutivo. |
| **N° DE CARPETA** | Se debe registrar el número asignado a cada carpeta. La numeración se realiza de forma consecutiva iniciando en uno (1) en cada caja. |
| **TOMO** | Cantidad de carpetas que conforman el expediente, debe registrase los datos de la siguiente manera: N DE N Ej. (1 DE 2) (2 DE 2) |
| **N° DE FOLIOS** | Se anotará la cantidad de folios contenidos en cada unidad de conservación descrita para el caso de los documentos en papel. Ej: 100, 200. |
| **RANGO DE FOLIOS** | Se anotará el rango de folios contenidos en cada unidad de conservación descrita para el caso de los documentos en papel. Ej: 1\_200, 201\_400 |
| **N° DE TRANSFERENCIA** | Se anotará el número de la transferencia asignado por el Archivo Central |
| **N° DE ORDEN EN EL FUID** | Se anotará el número de asiento o registro en el inventario, este será asignado por el Archivo Central |
| **N° DE CAJA** | Se debe registrar el número asignado a cada carpeta en orden consecutivo. Este será asignado por el Archivo Central. |