De conformidad con la Ley General de Archivos 594 del 14 de julio del 2000 y el Decreto 846 de 2021 Artículo 37. Subdirección Administrativa y Financiera, numeral 17. Dirigir y coordinar la planeación, ejecución, control y seguimiento de la gestión documental de la entidad, garantizando la correcta prestación de los servicios de correspondencia y archivo, el Archivo Central atiende el siguiente requerimiento:

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| SOLICITANTE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dependencia solicitante: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | Jefe de la Dependencia solicitante: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Nombre responsable de retirar los expedientes: | | | | | | | | | | | | | | | | | | | |  | Firma del responsable del retiro: | | | | | | | | | | | | | | | | | | | | |  |  | FECHA DE DEVOLUCIÓN | | | | | | | | | | | | | | | |
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| No. ORDEN | CÒDIGO | SERIE O SUBSERIE | NOMBRE | FECHAS EXTREMAS | | No.  CARPETA | No. FOLIOS | AÑO / No.  TRANSFERENCIA |
| INICIAL | FINAL |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
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| Nombre de quien atiende el servicio en el Archivo Central |

**En caso de necesitar más tiempo de consulta, debe hacer una nueva solicitud.**

Antes de firmar el recibido a satisfacción de los expedientes devueltos, el funcionario a cargo de recibir en el Archivo Central debe verificar el estado de las carpetas y su contenido, confrontando con la información diligenciada en la solicitud y que no se hayan alterado ninguna de las condiciones de salida de los mismos. *(foliación, marcación, nuevos documentos etc*.) Informe a los jefes de dependencia si se presenta esta situación.

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| PARA CONSTANCIA DE DEVOLUCIÓN FIRMAN: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quien devuelve expedientes: | | | | | | | | | | | | | | | | | | | |  | Quien recibe en Archivo Central: | | | | | | | | | | | | | | | | | | | | |  |  | FECHA DE DEVOLUCIÓN |
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