|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| \\Mpramirez\mis documentos\Mis imágenes\Logo Igac_color_vert.jpg | | **PLANILLA RECEPCIÓN Y ENTREGA DE CORRESPONDENCIA**  GESTIÓN DOCUMENTAL | | | | | | | | | Hoja No. | AÑO DE REALIZACIÓN |
|  |  |
| Fecha de recepción | | N° de Radicado | Origen | Contenido | Nombre del responsable de correspondencia | | Dependencia Destino | Fecha de entrega | | Nombre de quien recibe | | Observaciones |
| Día | Mes | Día | Mes |
|  |  |  |  |  |  | |  |  |  |  | |  |
|  |  |  |  |  |  | |  |  |  |  | |  |
|  |  |  |  |  |  | |  |  |  |  | |  |
|  |  |  |  |  |  | |  |  |  |  | |  |
|  |  |  |  |  |  | |  |  |  |  | |  |
|  |  |  |  |  |  | |  |  |  |  | |  |
|  |  |  |  |  |  | |  |  |  |  | |  |
|  |  |  |  |  |  | |  |  |  |  | |  |
|  |  |  |  |  |  | |  |  |  |  | |  |
|  |  |  |  |  |  | |  |  |  |  | |  |
|  |  |  |  |  |  | |  |  |  |  | |  |
|  |  |  |  |  |  | |  |  |  |  | |  |
| GESTIÓN DOCUMENTAL - CORRESPONDENCIA | | | | | | FO-GDO-PC01-01. V1 | | | | | | |