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| --- | --- | --- | --- | --- | --- | --- |
| **Ciudad** | **Popayán** | | | **Dependencia(s) responsable (s) del Archivo de Gestión** |  | |
| **Código Dependencia** |  |
| **Fecha** |  |  |  | **Dependencia(s) responsable (s) del Archivo Central** | **Código Dependencia** | **ACTA No** |
| Secretaría General | **2.1** |  |
| **Día** | **Mes** | **Año** | Unidad de Correspondencia Y Archivo | **2.1.1** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Condiciones del Archivo de Gestión** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Ubicación | | | | | | | | | | Iluminación | | | | | | | | | | Ventilación | | | | | |
|  | Independiente | | | |  | compartido | | |  | | Natural | | | |  | Artificial | | |  | | Natural | |  | Artificial | |  |
| **2** | **Mobiliario** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Archivadores | |  | | Archivador Planos,Mapas,Croquis | | | | |  | | Estanterías | | | | |  | Archivador Soportes electrónicos (lp,cd,dvd,bk) | | | | | | | |  |
| **3** | **Unidades De Conservación** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Carpetas |  | | Cajas | | |  | Legajos | | | | |  | Tubos Cartón | | | | | |  | | Encuadernación | | |  | |

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| **No** | **Tema** | **Aplica**  **SI No** | |
| **1** | **Aplica Tablas de Retención Documental vigente, en la elaboración de documentos** |  |  |
| **2** | **Clasifica, Organiza los documentos de acuerdo a las Series y Subseries establecidas en las Tablas de Retención Documental** |  |  |
| **3** | **Aplica índice o inventario para legajos (hoja de Control)** |  |  |
| **5** | **Conoce el Manual de Gestión Documental** |  |  |

**RESPONSABLES ARCHIVO**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Nombre y Apellido** | **Cargo y Dependencia** | **Firma** |
| **1** |  |  |  |
| **2** |  |  |  |

**COMPROMISOS**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Compromiso** | **Responsable** | **Fecha De Compromiso** |
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**OBSERVACIONES**

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Responsable del Seguimiento