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|  | | **H. CONGRESO DEL ESTADO DE MICHOACAN DE OCAMPO**  **ARCHIVO DE TRAMITE**  **INVENTARIO DE TRANSFERENCIA PRIMARIA** | | |  | | |
|  | |  | |  | | | |
| **ÁREA ADMINISTRATIVA:** |  | | **NO.TRANSFERENCIA:** | | |  |
| **AREA REMITENTE:** |  | | **FECHA (DD/MM/AAAA):** | | |  |
| **FONDO:**  **SUB-FONDO:** |  | | | | | |
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| **SECCIÓN:** |  | | | | | |
| **SUB-SECCION:** |  | | | | | |
| **SERIE:** |  | | | | | |

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| **No.** | **NO. DE CAJA** | **NO. DE EXP.** | **NO. DE LEGAJO (S) DE EXP.** | **TOTAL DE HOJAS** | **DESCRIPCION DE EXPEDIENTE** | **FECHA DE APERTURA** | **FECHA DE CIERRE** | **CARÁCTER DEL EXPEDIENTE** | | | | **VALOR DOCUMENTAL** | | | | **PLAZOS DE CONSERVACION** | | | **OBSERVACIONES** |
| **P** | **R** | **C** | **M** | **A** | **L** | **F** | **C** | **AT** | **AC** | **TOTAL AÑOS** |  |
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| **No.** | **NO. DE CAJA** | **NO. DE EXP.** | **NO. DE LEGAJO (S) DE EXP.** | **TOTAL DE HOJAS** | **DESCRIPCION DE EXPEDIENTE** | **FECHA DE APERTURA** | **FECHA DE CIERRE** | **CARÁCTER DEL EXPEDIENTE** | | | | **VALOR DOCUMENTAL** | | | | **PLAZOS DE CONSERVACION** | | | **OBSERVACIONES** |
| **P** | **R** | **C** | **M** | **A** | **L** | **F** | **C** | **AT** | **AC** | **TOTAL AÑOS** |
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El presente inventario consta de \_\_\_\_\_ hojas y ampara la cantidad total de \_\_\_\_\_\_\_\_\_ expedientes de los años de \_\_\_\_\_\_\_ a \_\_\_\_\_\_\_, contenidos en \_\_\_\_\_\_\_ caja(s).

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| ELABORÓ | AUTORIZÓ | RECIBIÓ | REVISÓ |
| (NOMBRE, FIRMA Y CARGO) | (NOMBRE, FIRMA Y CARGO) | (NOMBRE, FIRMA Y CARGO) | (NOMBRE, FIRMA Y CARGO) |