|  | | | | | | | | | | **Consecutivo de Ficha de Valoración** | | | | | | | |  | | | | | | | |
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| **1.** | | **IDENTIFICACIÓN** | | | | | | | | | | | | | | | | | | | | | | | |
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| **1.1** | | Oficina Productora (OP): | | |  | | | | | | | | | | | | Código OP: | | | | | | |  | |
| **1.2** | | Nombre del proceso: | | |  | | | | | | | | | | | | Código del proceso: | | | | | | |  | |
| **1.3** | | Nombre del procedimiento: | | |  | | | | | | | | | | | | Código del procedimiento: | | | | | | |  | |
| **1.4** | | Nombre de la serie: | | |  | | | | | | | | | | | | Código de la serie: | | | | | | |  | |
| **1.5** | | Nombre de la subserie: | | |  | | | | | | | | | | | | Código de la subserie: | | | | | | |  | |
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| **2.** | | **CARACTERÍSTICAS DE LA SERIE** | | | | | | | | | | | | | | | | | | | | | | | |
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| **2.1** | | Contenido de la serie (tipos documentales): | | | | | | | | | | | | | | **2.2** | | | Soporte: Papel y/o Electrónico | | | | | | |
| **2.3** | | | Formato: Si es electrónico, se indicará el formato: ejemplo: PDF/A. | | | | | | |
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| **2.4** | | Sistemas de Ordenación | | | | | |  | | | | | | | | **2.5** | | | | Fechas extremas | | | | | |
| Fecha inicial | | | | | | | Fecha final | | |
| **2.6** | | Volumen (en metros lineales) | | | | | |  | | | | | | | |
| (dd/mm/aaaa) | | | | | | | (dd/mm/aaaa) | | |
| **2.7** | | Nombre del aplicativo(s) relacionado con el trámite y el nombre de la entidad responsable del sistema de información | | | | | | | | | | | | | |  | | | | | | | | | |
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| **3.** | | **LEGISLACIÓN** | | | | | | | | | | | | | | | | | | | | | | | |
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| **3.1** | | Legislación general | | | | |  | | | | | | | | | | | | | | | | | | |
| **3.2** | | Legislación específica | | | | |  | | | | | | | | | | | | | | | | | | |
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| **4.** | | **VALORACIÓN / RETENCIÓN Y DISPOSICIÓN FINAL** | | | | | | | | | | | | | | | | | | | | | | | |
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| **4.1** | | **VALORACIÓN PRIMARIA** | | | | | | | | | | | | | | | | | | | | | | | |
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| **VALOR** | | | | | | **JUSTIFICACIÓN** | | | | | | | | | | | | | | | | | | | **TIEMPO EN AÑOS** |
| **4.1.1** | Valor Administrativo | | | | |  | | | | | | | | | | | | | | | | | | |  |
| **4.1.2** | Valor Legal y/o Jurídico | | | | |  | | | | | | | | | | | | | | | | | | |  |
| **4.1.3** | Valor Contable | | | | |  | | | | | | | | | | | | | | | | | | |  |
| **4.1.4** | Valor Fiscal | | | | |  | | | | | | | | | | | | | | | | | | |  |
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| **4.2** | **VALORACIÓN SECUNDARIA** | | | | | | | | | | | | | | | | | | | | | | | | |
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| **VALOR** | | | | | | | | | | | **JUSTIFICACIÓN** | | | | | | | | | | | | | | |
| **4.2.1** | | Valor Histórico | | | | | | | | |  | | | | | | | | | | | | | | |
| **4.2.2** | | Valor Científico | | | | | | | | |  | | | | | | | | | | | | | | |
| **4.2.3** | | Valor Cultural | | | | | | | | |  | | | | | | | | | | | | | | |
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| **4.3** | | **DISPOSICIÓN FINAL** | | | | | | | | | | | | | | | | | | | | | | | |
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| **4.3.1** | | | **4.3.2** | | | | | | | | | | **4.3.3** | | | | | | | | **4.3.4** | | | | |
| Conservación Total ( CT ) | | | Eliminación ( E ) | | | | | | | | | | Selección ( S ) | | | | | | | | Medios Tecnológicos ( MT ) | | | | |
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| **4.3.3** | | Si señaló selección indique el tipo y tamaño del muestreo | | | | | | | | | | |  | | | | | | | | | | | | |
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| **5.** | | **ACCESO Y CONSULTA A LA SERIE DOCUMENTAL** | | | | | | | | | | | | | | | | | | | | | | | |
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| **5.1.** | | **Acceso público** | | **Si** | | | | |  | | | **No** |  | | **Años** | | | | | | |  | | | |
| **5.2** | | **Restringido** | | **Si** | | | | |  | | | **No** |  | | **Años** | | | | | | |  | | | |
| **5.3** | | **Marco legal de la restricción** | | | | | | | | | | |  | | | | | | | | | | | | |
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| **6.** | | **CONTROL** | | | | | | | | | | | | | | | | | | | | | | | |
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| **6.1** | | Grupo responsable del estudio de identificación y valoración. | | | | | | | | | | | |  | | | | | | | | | | | |
| **6.2** | | Archivo(s) donde se ha llevado a cabo el trabajo de campo | | | | | | | | | | | |  | | | | | | | | | | | |
| **6.3** | | Fecha de realización del estudio de valoración | | | | | | | | | | | |  | | | | | | | | | | | |
| **6.4** | | Fecha de revisión | | | | | | | | | | | |  | | | | | | | | | | | |
| **6.5** | | Número y fecha del acta de aprobación | | | | | | | | | | | |  | | | | | | | | | | | |
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| **7.** | | **Observaciones** | | | | | | | | | | | | | | | | | | | | | | | |
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