

UNIDAD ADMINISTRATIVA PRODUCTORA:

Unidad de Coordinación Nacional de Administración y Finanzas

NOMBRE DEL AREA: Coordinación de Recursos Humanos y Regularización de Personal

SECCIONES: 4C, 8C, 10C

SERIES: 4C3,4C5,4C14,4C8,4C16,4C12,4C15,8C16,10C3

No. DE EXP.	No. DE C.A.A.	No. CONSEC.	CLASIFICACIÓN ASIGNATURA	DESCRIPCIÓN D. ASUNTO DEL EXPEDIENTE	LEAOS	PERIODO DE TRÁMITE DEL EXPEDIENTE		No. DE FOLIOS	VALOR DOCUMENTAL			VICENCIA DOCUMENTAL			CONDICIONES DE ACCESO			UTILIZACIÓN TIPOGRÁFICA	TRAMITACIÓN DOCUMENTAL	
						Inicio de Aprobación	Fin de Cierre		A	U3	U4	U5	U6	U7	U8	U9	U10		U11	U12
1	1	1	4C.5	Documentación de Movimientos de personal por concepto de alta, baja, preventiva y cancelación mediante los números de oficio INSABI-UCNAF-CRHRP-DGP-2022. 657,629,635,640,653,658,665,666,668,674,700,702,712,726,728,733,747,754,756,761,763,768,769,770,771,772,773,774,775,776,777,778,779,780,781,782,783,784,785,786,787,788,789,790,791,792,793,794,795,796,797,798,799,800,801,802,803,804,805,806,807,808,809,810,811,812,813,814,815,816,817,818,819,820,821,822,823,824,825,826,827,828,829,830,831,832,833,834,835,836,837,838,839,840,841,842,843,844,845,846,847,848,849,850,851,852,853,854,855,856,857,858,859,860,861,862,863,864,865,866,867,868,869,870,871,872,873,874,875,876,877,878,879,880,881,882,883,884,885,886,887,888,889,890,891,892,893,894,895,896,897,898,899,900,901,902,903,904,905,906,907,908,909,910,911,912,913,914,915,916,917,918,919,920,921,922,923,924,925,926,927,928,929,930,931,932,933,934,935,936,937,938,939,940,941,942,943,944,945,946,947,948,949,950,951,952,953,954,955,956,957,958,959,960,961,962,963,964,965,966,967,968,969,970,971,972,973,974,975,976,977,978,979,980,981,982,983,984,985,986,987,988,989,990,991,992,993,994,995,996,997,998,999,1000,1001,1002,1003,1004,1005,1006,1007,1008,1009,1010,1011,1012,1013,1014,1015,1016,1017,1018,1019,1020,1021,1022,1023,1024,1025,1026,1027,1028,1029,1030,1031,1032,1033,1034,1035,1036,1037,1038,1039,1040,1041,1042,1043,1044,1045,1046,1047,1048,1049,1050,1051,1052,1053,1054,1055,1056,1057,1058,1059,1060,1061,1062,1063,1064,1065,1066,1067,1068,1069,1070,1071,1072,1073,1074,1075,1076,1077,1078,1079,1080,1081,1082,1083,1084,1085,1086,1087,1088,1089,1090,1091,1092,1093,1094,1095,1096,1097,1098,1099,1100,1101,1102,1103,1104,1105,1106,1107,1108,1109,1110,1111,1112,1113,1114,1115,1116,1117,1118,1119,1120,1121,1122,1123,1124,1125,1126,1127,1128,1129,1130,1131,1132,1133,1134,1135,1136,1137,1138,1139,1140,1141,1142,1143,1144,1145,1146,1147,1148,1149,1150,1151,1152,1153,1154,1155,1156,1157,1158,1159,1160,1161,1162,1163,1164,1165,1166,1167,1168,1169,1170,1171,1172,1173,1174,1175,1176,1177,1178,1179,1180,1181,1182,1183,1184,1185,1186,1187,1188,1189,1190,1191,1192,1193,1194,1195,1196,1197,1198,1199,1200,1201,1202,1203,1204,1205,1206,1207,1208,1209,1210,1211,1212,1213,1214,1215,1216,1217,1218,1219,1220,1221,1222,1223,1224,1225,1226,1227,1228,1229,1230,1231,1232,1233,1234,1235,1236,1237,1238,1239,1240,1241,1242,1243,1244,1245,1246,1247,1248,1249,1250,1251,1252,1253,1254,1255,1256,1257,1258,1259,1260,1261,1262,1263,1264,1265,1266,1267,1268,1269,1270,1271,1272,1273,1274,1275,1276,1277,1278,1279,1280,1281,1282,1283,1284,1285,1286,1287,1288,1289,1290,1291,1292,1293,1294,1295,1296,1297,1298,1299,1300,1301,1302,1303,1304,1305,1306,1307,1308,1309,1310,1311,1312,1313,1314,1315,1316,1317,1318,1319,1320,1321,1322,1323,1324,1325,1326,1327,1328,1329,1330,1331,1332,1333,1334,1335,1336,1337,1338,1339,1340,1341,1342,1343,1344,1345,1346,1347,1348,1349,1350,1351,1352,1353,1354,1355,1356,1357,1358,1359,1360,1361,1362,1363,1364,1365,1366,1367,1368,1369,1370,1371,1372,1373,1374,1375,1376,1377,1378,1379,1380,1381,1382,1383,1384,1385,1386,1387,1388,1389,1390,1391,1392,1393,1394,1395,1396,1397,1398,1399,1400,1401,1402,1403,1404,1405,1406,1407,1408,1409,1410,1411,1412,1413,1414,1415,1416,1417,1418,1419,1420,1421,1422,1423,1424,1425,1426,1427,1428,1429,1430,1431,1432,1433,1434,1435,1436,1437,1438,1439,1440,1441,1442,1443,1444,1445,1446,1447,1448,1449,1450,1451,1452,1453,1454,1455,1456,1457,1458,1459,1460,1461,1462,1463,1464,1465,1466,1467,1468,1469,1470,1471,1472,1473,1474,1475,1476,1477,1478,1479,1480,1481,1482,1483,1484,1485,1486,1487,1488,1489,1490,1491,1492,1493,1494,1495,1496,1497,1498,1499,1500,1501,1502,1503,1504,1505,1506,1507,1508,1509,1510,1511,1512,1513,1514,1515,1516,1517,1518,1519,1520,1521,1522,1523,1524,1525,1526,1527,1528,1529,1530,1531,1532,1533,1534,1535,1536,1537,1538,1539,1540,1541,1542,1543,1544,1545,1546,1547,1548,1549,1550,1551,1552,1553,1554,1555,1556,1557,1558,1559,1560,1561,1562,1563,1564,1565,1566,1567,1568,1569,1570,1571,1572,1573,1574,1575,1576,1577,1578,1579,1580,1581,1582,1583,1584,1585,1586,1587,1588,1589,1590,1591,1592,1593,1594,1595,1596,1597,1598,1599,1600,1601,1602,1603,1604,1605,1606,1607,1608,1609,1610,1611,1612,1613,1614,1615,1616,1617,1618,1619,1620,1621,1622,1623,1624,1625,1626,1627,1628,1629,1630,1631,1632,1633,1634,1635,1636,1637,1638,1639,1640,1641,1642,1643,1644,1645,1646,1647,1648,1649,1650,1651,1652,1653,1654,1655,1656,1657,1658,1659,1660,1661,1662,1663,1664,1665,1666,1667,1668,1669,1670,1671,1672,1673,1674,1675,1676,1677,1678,1679,1680,1681,1682,1683,1684,1685,1686,1687,1688,1689,1690,1691,1692,1693,1694,1695,1696,1697,1698,1699,1700,1701,1702,1703,1704,1705,1706,1707,1708,1709,1710,1711,1712,1713,1714,1715,1716,1717,1718,1719,1720,1721,1722,1723,1724,1725,1726,1727,1728,1729,1730,1731,1732,1733,1734,1735,1736,1737,1738,1739,1740,1741,1742,1743,1744,1745,1746,1747,1748,1749,1750,1751,1752,1753,1754,1755,1756,1757,1758,1759,1760,1761,1762,1763,1764,1765,1766,1767,1768,1769,1770,1771,1772,1773,1774,1775,1776,1777,1778,1779,1780,1781,1782,1783,1784,1785,1786,1787,1788,1789,1790,1791,1792,1793,1794,1795,1796,1797,1798,1799,1800,1801,1802,1803,1804,1805,1806,1807,1808,1809,1810,1811,1812,1813,1814,1815,1816,1817,1818,1819,1820,1821,1822,1823,1824,1825,1826,1827,1828,1829,1830,1831,1832,1833,1834,1835,1836,1837,1838,1839,1840,1841,1842,1843,1844,1845,1846,1847,1848,1849,1850,1851,1852,1853,1854,1855,1856,1857,1858,1859,1860,1861,1862,1863,1864,1865,1866,1867,1868,1869,1870,1871,1872,1873,1874,1875,1876,1877,1878,1879,1880,1881,1882,1883,1884,1885,1886,1887,1888,1889,1890,1891,1892,1893,1894,1895,1896,1897,1898,1899,1900,1901,1902,1903,1904,1905,1906,1907,1908,1909,1910,1911,1912,1913,1914,1915,1916,1917,1918,1919,1920,1921,1922,1923,1924,1925,1926,1927,1928,1929,1930,1931,1932,1933,1934,1935,1936,1937,1938,1939,1940,1941,1942,1943,1944,1945,1946,1947,1948,1949,1950,1951,1952,1953,1954,1955,1956,1957,1958,1959,1960,1961,1962,1963,1964,1965,1966,1967,1968,1969,1970,1971,1972,1973,1974,1975,1976,1977,1978,1979,1980,1981,1982,1983,1984,1985,1986,1987,1988,1989,1990,1991,1992,1993,1994,1995,1996,1997,1998,1999,2000,2001,2002,2003,2004,2005,2006,2007,2008,2009,2010,2011,2012,2013,2014,2015,2016,2017,2018,2019,2020,2021,2022,2023,2024,2025,2026,2027,2028,2029,2030,2031,2032,2033,2034,2035,2036,2037,2038,2039,2040,2041,2042,2043,2044,2045,2046,2047,2048,2049,2050,2051,2052,2053,2054,2055,2056,2057,2058,2059,2060,2061,2062,2063,2064,2065,2066,2067,2068,2069,2070,2071,2072,2073,2074,2075,2076,2077,2078,2079,2080,2081,2082,2083,2084,2085,2086,2087,2088,2089,2090,2091,2092,2093,2094,2095,2096,2097,2098,2099,2100,2101,2102,2103,2104,2105,2106,2107,2108,2109,2110,2111,2112,2113,2114,2115,2116,2117,2118,2119,2120,2121,2122,2123,2124,2125,2126,2127,2128,2129,2130,2131,2132,2133,2134,2135,2136,2137,2138,2139,2140,2141,2142,2143,2144,2145,2146,2147,2148,2149,2150,2151,2152,2153,2154,2155,2156,2157,2158,2159,2160,2161,2162,2163,2164,2165,2166,2167,2168,2169,2170,2171,2172,2173,2174,2175,2176,2177,2178,2179,2180,2181,2182,2183,2184,2185,2186,2187,2188,2189,2190,2191,2192,2193,2194,2195,2196,2197,2198,2199,2200,2201,2202,2203,2204,2205,2206,2207,2208,2209,2210,2211,2212,2213,2214,2215,2216,2217,2218,2219,2220,2221,2222,2223,2224,2225,2226,2227,2228,2229,2230,2231,2232,2233,2234,2235,2236,2237,2238,2239,2240,2241,2242,2243,2244,2245,2246,2247,2248,2249,2250,2251,2252,2253,2254,2255,2256,2257,2258,2259,2260,2261,2262,2263,2264,2265,2266,2267,2268,2269,2270,2271,2272,2273,2274,2275,2276,2277,2278,2279,2280,2281,2282,2283,2284,2285,2286,2287,2288,2289,2290,2291,2292,2293,2294,2295,2296,2297,2298,2299,2300,2301,2302,2303,2304,2305,2306,2307,2308,2309,2310,2311,2312,2313,2314,2315,2316,2317,2318,2319,2320,2321,2322,2323,2324,2325,2326,2327,2328,2329,2330,2331,2332,2333,2334,2335,2336,2337,2338,2339,2340,2341,2342,2343,2344,2345,2346,2347,2348,2349,2350,2351,2352,2353,2354,2355,2356,2357,2358,2359,2360,2361,2362,2363,2364,2365,2366,2367,2368,2369,2370,2371,2372,2373,2374,2375,2376,2377,2378,2379,2380,2381,2382,2383,2384,2385,2386,2387,2388,2389,2390,2391,2392,2393,2394,2395,2396,2397,2398,2399,2400,2401,2402,2403,2404,2405,2406,2407,2408,2409,2410,2411,2412,2413,2414,2415,2416,2417,2418,2419,2420,2421,2422,2423,2424,2425,2426,2427,2428,2429,2430,2431,2432,2433,2434,2435,2436,2437,2438,2439,2440,2441,2442,2443,2444,2445,2446,2447,2448,2449,2450,2451,2452,2453,2454,2455,2456,2457,2458,2459,2460,2461,2462,2463,2464,2465,2466,2467,2468,2469,2470,2471,2472,2473,2474,2475,2476,2477,2478,2479,2480,2481,2482,2483,2484,2485,2486,2487,2488,2489,2490,2491,2492,2493,2494,2495,2496,2497,2498,2499,2500,2501,2502,2503,2504,2505,2506,2507,2508,2509,2510,2511,2512,2513,2514,2515,2516,2517,2518,2519,2520,2521,2522,2523,2524,2525,2526,2527,2528,2529,2530,2531,2532,2533,2534,2535,2536,2537,2538,2539,2540,2541,2542,2543,2544,2545,2546,2547,2548,2549,2550,2551,2552,2553,2554,2555,2556,2557,2558,2559,2560,2561,2562,2563,2564,2565,2566,2567,2568,2569,2570,2571,2572,2573,2574,2575,2576,2577,2578,2579,2580,2581,2582,2583,2584,2585,2586,2587,2588,2589,2590,2591,2592,2593,2594,2595,2596,2597,2598,2599,2600,2601,2602,2603,2604,2605,2606,2607,2608,2609,2610,2611,2612,2613,2614,2615,2616,2617,2618,2619,2620,2621,2622,2623,2624,2625,2626,2627,2628,2629,2630,2631,2632,2633,2634,2635,2636,2637,2638,2639,2640,2641,2642,2643,2644,2645,2646,2647,2648,2649,2650,2651,2652,2653,2654,2655,2656,2657,2658,2659,2660,2661,2662,2663,2664,2665,2666,2667,2668,2669,2670,2671,2672,2673,2674,2675,2676,2677,2678,2679,2680,2681,2682,2683,2684,2685,2686,2687,2688,2689,2690,2691,2692,2693,2694,2695,2696,2697,2698,2699,2700,2701,2702,2703,2704,2705,2706,2707,2708,2709,2710,2711,2712,2713,2714,2715,2716,2717,2718,2719,2720,2721,2722,2723,2724,2725,2726,2727,2728,2729,2730,2731,2732,2733,2734,2735,2736,2737,2738,2739,2740,2741,2742,2743,2744,2745,2746,2747,2748,2749,2750,2751,2752,2753,2754,2755,2756,2757,2758,2759,2760,2761,2762,2763,2764,2765,2766,2767,2768,2769,2770,2771,2772,2773,2774,2775,2776,2777,2778,2779,2780,2781,2782,2783,2784,2785,2786,2787,2788,2789,2790,2791,2792,2793,2794,2795,2796,2797,2798,2799,2800,2801,2802,2803,2804,2805,2806,2807,2808,2809,2810,2811,2812,2813,2814,2815,2816,2817,2818,2819,2820,2821,2822,2823,2824,2825,2826,2827,2828,2829,2830,2831,2832,2833,2834,2835,2836,2837,2838,2839,2840,2841,2842,2843,2844,2845,2846,2847,2848,2849,2850,2851,2852,2853,2854,2855,2856,2857,2858,2859,2860,2861,2862,2863,2864,2865,2866,2867,2868,2869,2870,2871,2872,2873,2874,2875,2876,2877,2878,2879,2880,2881,2882,2883,2884,2885,2886,2887,2888,2889,2890,2891,2892,2893,2894,2895,2896,2897,2898,2899,2900,2901,2902,2903,2904,2905,2906,2907,2908,2909,2910,2911,2912,2913,2914,2915,2916,2917,2918,2919,2920,2921,2922,2923,2924,2925,2926,2927,2928,2929,2930,2931,2932,2933,2934,2935,2936,2937,2938,2939,2940,2941,2942,2943,2944,2945,2946,2947,2948,2949,2950,2951,2952,2953,2954,2955,2956,2957,2958,2959,2960,2961,2962,2963,2964,2965,2966,2967,2968,2969,2970,2971,2972,2973,2974,2975,2976,2977,2978,2979,2980,2981,2982,2983,2984,2985,2986,2987,2988,2989,2990,2991,2992,2993,2994,2995,2996,2997,2998,2999,3000,3001,3002,3003,3004,3005,3006,3007,3008,3009,3010,3011,3012,3013,3014,3015,3016,3017,3018,3019,3020,3021,3022,3023,3024,3025,3026,3027,3028,3029,3030,3031,3032,3033,3034,3035,3036,3037,3038,3039,3040,3041,3042,3043,3044,3045,3046,3047,3048,3049,3050,3051,3052,3053,3054,3055,3056,3057,3058,3059,3060,3061,3062,3063,3064,3065,3066,3067,3068,3069,3070,3071,3072,3073,3074,3075,3076,3077,3078,3079,3080,3081,3082,3083,3084,3085,3086,3087,3088,3089,3090,3091,3092,3093,3094,3095,3096,3097,3098,3099,3100,3101,3102,3103,3104,3105,3106,3107,3108,3109,3110,3111,3112,3113,3114,3115,3116,3117,3118,3119,3120,3121,3122,3123,3124,3125,3126,3127,3128,3129,3130,3131,3132,3133,3134,3135,3136,3137,3138,3139,3140,3141,3142,3143,3144,3145,3146,3147,3148,3149,3150,3151,3152,3153,3154,3155,3156,3157,3158,3159,3160,3161,3162,3163,3164,3165,3166,3167,3168,3169,3170,3171,3172,3173,3174,3175,3176,3177,3178,3179,3180,3181,3182,3183,3184,3185,3186,3187,3188,3189,3190,3191,3192,3193																

UNIDAD ADMINISTRATIVA PRODUCTORA:
Unidad de Coordinación Nacional de Administración y Finanzas

Unidad de Coordinación Nacional de Administración y Finanzas

SERIES: 4C3,4C5,4C14,4C8,4C16,4C12,4C15,8C16,10C3

No. DE EXP.	No. DE CCA	No. CONSEC	CLASIFICACIÓN ASIGNATURA	DESCRIPCION O ASUNTO DEL EXPEDIENTE	LEGALES	PERIODO DE TRÁMITE DEL EXPEDIENTE		No. DE FOLIOS	VALOR DOCUMENTAL		VERIFICACIÓN DOCUMENTAL		CONDICIONES DE ACCESO		UBICACIÓN TOPOGRÁFICA	TRÁMITE DOCUMENTAL	
						Año de Apertura	Año de Cierre		L7	F/C	Activo de Trámite	Activo de Conservación	Tiempo de vida	R		C	Original
6	1	6	4C.5	oficio INSAFI-UCNAF-CRHRP-DGP-2022 703.737.736.735.074.0742.0756.0757.0751.765.900.901.902.087.0742.0935.0270.0955.0998.046.047.063.089.176.177.1206.1207.1203.0744.0233.0934.0949.950.951.0987.0988.1033.1044.1062.1088.1133.1174.1175.1191.1192.1193.1194.1210.1214.001.0985 INSAFI-UCNAF-CGP-2023.1759.1781.1784.1759.1780.1781.1914.1915.1916.1922.1921.1940.1942.1941.1980.1987.1992.1993.1999.1978.1918.1871964.2003.2004.2005.2007.2012. INSAFI-2023. 896 DAF/59/2023 INCAN-DC-DA-638-2022 UAF-1804-2023 INSAFI-2023 1160.1162.1161	1	2022	2023	332	X	X	3	5	8		-	X	
7	1	7	4C.15	Documentación por concepto de control de prestaciones en materia económica (FONAC, sistema de ahorro para el retiro y seguros, mediante los números de oficio INSAFI-UCNAF-CRHRP-DGP-2023: 0743.0759.0769.0936.0932.0931.0934.0942.0953.0952.1010.0740	1	2023	2023	29	X	X	3	4	7		-	X	
8	1	8	4C.4	INSABI-UCNAF-CRHRP-DGP-2022. 403.432.436.513.553.555.580.572.594.641.642.652.714.784.0429. oficio INSAFI-UCNAF-CRHRP-DGP-2023. 0008.0022.0058.0102.0149.0203.0272.0273.0274.0300.306.319.0321.0344.0373.0379.0394.0396.0342.0431. 439.0459.0465.0497.0886.0960.1073.0984.0935.08871222.0807.0799.1170.1096.1094.1099.1101.1095.0911 0.912.907.0908.0906.0904.0909.0905.0911 DCHH/2023.6364.6365.6356.4988.5192.5154.5207.5028.194.5464.6532.6572.6546.6552.644.5186.6733.5172 3.6609.6661.6674.6653.6712.1570 UAF-CRH-2023. 0407 INSAFI-2023. 1169 Formato único de movimientos presupuestarios en servicios personales, memorias de cálculo (creación de plazas). Validación de plantillas de personal central: INSAFI-2023 1145.078 INSAFI-UCNAF-CGP-2023 1981.015.041 INSAFI-UCNAF-CRMSC-2784-2023 INSAFI-UCNAF-955-2023 INSAFI-UCNAMEN-COPA-2015-2023 INSAFI-UCNAMEN-CDO-DCERPMAC-017-2023 INSAFI-UCNAMEN-CA-2463-2023 INSAFI-UCNAF-0374.0375	1	2022	2023	412	X	X	3	4	7		-	X	
9	1	9	4C.8	Documentación por concepto de licencias Médicas mediante los números de oficio INSAFI-UCNAF-CRHRP-DGP-2022. 411.69 INSAFI-UCNAF-CRHRP-DGP-2023. 601.648.1008	1	2022	2023	8	X	X	3	4	7		-	X	
10	1	10	4C.5	Documentación por concepto de impuestos Sobre Nómina mediante los números de oficio INSAFI-UCNAF-CRHRP-DGP-2023. 0742.0744.055.1057.0971.0918	1	2023	2023	18	X	X	3	5	8		-	X	
11	1	11	4C.12	Documentación por concepto de cambio de Código de puesto mediante los números de oficio INSAFI-UCNAF-CRHRP-DGP-2023. 0049.446.0460.	1	2023	2023	4	X	X	3	4	7		-	X	
12	1	12	4C.15	Documentación por concepto de Afiliaciones al Instituto de Seguridad y Servicios Sociales de los Trabajadores del Estado mediante los números de oficio INSAFI-UCNAF-CRHRP-DGP-2023. 0464.	1	2023	2023	5	X	X	3	4	7		-	X	
13	1	13	4C.4	Documentación por concepto de Descripción, perfil de puesto y valoración del puesto mediante los números de oficio INSAFI-UCNAF-CRHRP-DGP-2022. 307.295.344.446.647.1.313.37.321.330.415.416.446	1	2022	2022	22	X	X	3	4	7		-	X	
14	1	14	4C.3	Documentación por concepto de Expediente único de personal mediante los números de oficio INSAFI-UCNAF-CRHRP-DGP-2022. 0785.0787.0786.0790.0789.0788.794.795.796.797.798.799.801.802.054.1054.0539.0538.0537.0536 INSAFI-UCNAF-CRHRP-DGP-2023.257.0287.0281.0285.0286.0287.0289.0291.0292.0300.0354.0610.0819.1031.1041	1	2022	2023	64	X	X	2	23	25		-	X	
15	1	15	4C.5	Formatos de liberación de bienes. Documentación por concepto de comprobación de recursos para pago de nómina generados por rendimientos bancarios mediante los números de oficio INSAFI-UCNAF-CRHRP-DGP-2023. 0743.0755.0936.0932.0985.1048.1053 INSAFI-UCNAF-CGP-DC-2023.307.318. Acta de depuración de los saldos contables con anexo 1, 2 y 3	2	2023	2023	664	X	X	3	5	8		-	X	
16	1	16	4C.8	Documentación por concepto de incidencias del personal mediante los números de oficio INSAFI-UCNAF-CRHRP-DGP-2023. 0693.0695.0696.1129.1130.1131.1132.758 COFERIS-4C-DEIN-2023 2614.2613.2610.2609.2607.2098.2521	1	2023	2023	187	X	X	3	4	7		-	X	

INSTITUTO DE SALUD PARA EL BIENESTAR
INVENTARIO GENERAL

FONDO: Instituto de Salud para el Bienestar
UNIDAD ADMINISTRATIVA PROPIETARIA: Unidad de Coordinación Nacional de Administración y Finanzas
NOMBRE DEL ÁREA: Coordinación de Recursos Humanos y Regularización de Personal
SECCIONES: 4C, 6C, 10C
SUBSERIES: 4C, 3, 4C, 5, 4C, 14, 4C, 8, 4C, 16, 4C, 12, 4C, 15, 8C, 16, 10C, 3

No. DE EXP.	No. DE CJA	No. CONSEC	CLASIFICACIÓN ARQUEOLÓGICA	DESCRIPCIÓN O ASUNTO DEL EXPEDIENTE	LECAJOS	PERIODO DE TRÁMITE DEL EXPEDIENTE		No. DE FOLIOS	VALOR DOCUMENTAL			VICENCIA DOCUMENTAL			CONOCIDO DESDE ACCESO		UBICACIÓN TOPOGRÁFICA	TRANSMICIÓN DOCUMENTAL	
						Año de Apertura	Año de Cierre		A	L/D	P/C	Archivo de Trámite	Archivo de Contabilidad	Total de folios	R	C		Original	Copia
17	1	17	10C.3	Documentación por concepto de intervenciones de control y visitas de mejora mediante los oficios INSABI-UCNAF-CPP-2023, 2023, 1945, INSABI-UCNAF-CRHRP-DCP-2023, 1007, 1069, 0944, 116, 560, 0966, 0761, 1139, 1093, 0762, 1080, 106, 0576, 0576, INSABI-UCNAF-CPP-DIP-2023, 1209, 1241, 11C/NC, 3, 2, 5, 7, 17, 2023, Oficio de visita, inspección y requerimientos de información del OIC UAF-IB-CANF-DH-2023, 000850, 007164.	1	2023	2023	347	X			3	4	7	-	-	-	X	
18	1	18	8C.16	Archivo de Recursos Humanos referente a la transferencia primaria al archivo de concentración mediante los números de oficio INSABI-UCNAF-CRHRP-2023, 2811, 2780, 2774, 2770, 161, 160, 162, 165, 167, 168, 170, 171, 189, 192, 193, 194, 195, 196, 197, 198, 199, 202, 204, 203, 206, 205, 208, 207, 210, 209, 212, 211, 215, 213, 217, 216, 218, 237, 236, 238, 260, 261, 289, 290, 291, 293, 292, 294, 295, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 310, 311, 312.	1	2023	2023	51	X			3	4	7	-	-	-	X	
19	1	19	4C.5	Documentación por concepto de comprobación de recursos para pago de nómina correspondiente a la entrega de vales de despensa.	1	2022	2022	64	X			X	3	5	8	-	-	X	
20	2-3	1	4C.5		50	2022	2023	5106	X			X	3	5	8	-	-	X	

HOJA DE CIERRE: El presente inventario consta de 3 folios y ampara la cantidad de 20 expedientes del año 2022-2023, contenidos en 3 cajas, con un peso aproximado de 60 kg, que abarcan 150 metros lineales.

Formulo Inventario	Revisó Inventario	Autoriza Inventario	Recibe Inventario y Transferencia
Lc. Francisco Sánchez Cruz Jefe de Departamento	Lc. Eduardo Omar Ortiz Alvarez Director de Área	Lc. Eduardo Omar Ortiz Alvarez Director de Área	Mtro. Alejandro Ros Liviano Coordinador de Recursos Materiales

NOTA: Las descripciones, contenidos y cantidades documentales son responsabilidad única del área generadora de la documentación.