1. **CARACTERIZACIÓN**

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| **OBJETIVO:**  | **RESPONSABLE:** |
| **INDICADORES:** | ALCANCE: |
| **PARTICIPANTES:***
 | FACTORES CLAVES DE ÉXITO: |
| **PROVEEDORES** | **ENTRADAS** | **ACTIVIDADES** | **SALIDAS** | **CLIENTES** |
|  |  |  |  |  |
| **RECURSOS** | **REQUISITOS** | **CONTROLES** | **DOCUMENTOS** | **REGISTROS** |
|  | **Ley:** **Norma ISO 21001:2018** **Institucional:**  |  |  |  |

1. **DEFINICIONES**

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1. **CONDICIONES GENERALES**

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1. **PROCEDIMIENTO**

| **Nº** | **ACTIVIDAD** | **RESPONSABLE** | **DESCRIPCIÓN** | **DOCUMENTOS.****Y/O REGISTRO** |
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**ARCHIVO DE REGISTROS**

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| **IDENTIFICACIÓN** | **Responsable de Almacenamiento** | **ALMACENAMIENTO** | **Tiempo de Retención** | **Disposición Final** |
| **Nombre** | **Lugar** | **Forma** |
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