



Sistemas De Archivar Y Control De Documentos

**Josefina Quiñones de Gorbea, Eva S. de
García-Díaz, Olga M. de Vela**

Sistemas De Archivar Y Control De Documentos:

Sistemas de archivar y control de documentos Josefina Quiñones de Gorbea, Eva S. de García-Díaz, Olga M. de Vela, 1968

Sistemas de archivo y clasificación de documentos Alexandre Hermida Mondelo, Inmaculada Iglesias

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Cuando hablamos de archivos pensamos en un lugar polvoriento donde reina el silencio absoluto lleno de papeles por todos lados y donde se acumulan documentos históricos de pocas pasadas. Con este libro vamos a realizar una aproximación global y real al mundo de los archivos teniendo muy en cuenta aspectos como el creciente uso de las tecnologías para conseguir un uso responsable y eficiente de la información. Comenzaremos tratando puntos clave como son la ordenación y sistemas de clasificación de archivos atendiendo a los procedimientos internos que se llevan a cabo en una institución tales como la planificación de las funciones a nivel interno y el tratamiento al que se van a someter los documentos. Estudiaremos además la utilización de sistemas de gestión de archivos a través de aplicaciones informáticas de gestión documental y la manera en que ayudan a su posterior tratamiento haciendo un análisis de su entorno dentro del propio sistema operativo y de las herramientas que facilitan su manejo. Cada epígrafe se complementa con actividades de autoevaluación cuyas soluciones están disponibles en www.paraninfo.es. Los contenidos desarrollados en este manual se corresponden con la UF0347 Sistemas de archivo y clasificación de documentos incardinado dentro del módulo MF0987_3 Gestión de sistemas de información y archivos transversal a los certificados Asistencia documental y de gestión en despachos y oficinas regulado por el RD 645/2011 de 9 de mayo y Gestión integrada de recursos humanos RD 1210/2009 de 17 de julio y modificado por el RD 645/2011 de 9 de mayo ambos dentro de la familia profesional de Administración y gestión. Miguel Arribas del Pozo es diplomado en Biblioteconomía y Documentación.

Administración de la Información Mabel Alvarado Aguilar, 2007 **Técnicas de archivo y documentación en la empresa.** Cristina Parera Pascual, 2006. Capítulo 1 Preliminares. Capítulo 2 Bases para el funcionamiento de un archivo. Gestión de documentos. Conceptos clave de un archivo. Capítulo 3 Reglas básicas de los sistemas de archivo. Capítulo 4 Sistemas de clasificación de archivos. Criterios para la selección de un sistema de archivo. Capítulo 5 Mecánica del archivo. Ideas para archivar con facilidad. Localización inmediata de archivos. Cómo guardar los documentos de manera til. Capítulo 6 Control, seguimiento, transferencia y eliminación de archivos. Capítulo 7 Equipos y sistemas de conservación de documentos.

Sistemas de archivo y clasificación de documentos. UF0347. Miguel Ángel Ladrón de Guevara, 2025-02-24. Este Manual es el más adecuado para impartir la UF0347 Sistemas de archivo y clasificación de documentos de los Certificados de Profesionalidad y cumple fielmente con los contenidos del Real Decreto. Puede solicitar gratuitamente las soluciones a todas las actividades en el email tutor.tutorformacion.es. Capacidades que se adquieren con este Manual: Aplicar las técnicas de archivo convencional e informático utilizando los sistemas de clasificación, codificación y almacenamiento apropiados a la información y documentación que se gestiona. Analizar procedimientos de gestión documental.

tipo determinando los elementos intervinientes garantizando la trazabilidad vigencia y unicidad de los mismos utilizando sistemas de representaci n de flujos a trav s de aplicaciones inform ticas de gesti n documental ndice El Archivo Concepto y finalidad 6 1 Clases de archivos 8 2 Sistemas de registro y clasificaci n de documentos 10 3 Mantenimiento del archivo f sico 12 3 1 Recursos materiales 12 3 2 Infraestructura de archivo 12 4 Mantenimiento del archivo inform tico 14 4 1 M todos 14 4 2 Unidades de conservaci n 15 5 Planificaci n de un archivo de gesti n de la documentaci n 16 5 1 An lisis de la estructura de la organizaci n y el tipo de actividad para fijar la estructura de archivo m s adecuada 16 5 2 Determinaci n de contenidos y tipo de documentos a archivar 16 5 3 Sistemas de registro y codificaci n a implantar 18 5 4 Clasificaci n de documentos y niveles de acceso y restricciones del personal 18 5 5 Definici n de las formas de acceso al archivo 19 5 6 Normas de conservaci n de documentaci n obsoleta o hist rica destrucci n archivo definitivo 19 5 7 Elaboraci n del Manual de Archivo atendiendo a la normativa vigente en relaci n con la calidad uso y conservaci n de archivos 20 5 8 Comunicaci n a los empleados de los procedimientos de acceso 21 6 Los Flujogramas en la representaci n de procedimientos y procesos 22 6 1 Concepto 22 6 2 Caracter sticas tipos simbolog a dise o y elaboraci n 22 7 Ejercicios sobre clasificaci n de documentos 27 8 Test de repaso 28 Utilizaci n y optimizaci n de sistemas inform ticos de oficina 29 1 An lisis de sistemas operativos 30 1 1 Funciones del sistema operativo 30 1 2 El sistema operativo Windows es el m s com n en el mundo 31 1 3 Windows 12 fecha de salida novedades modelos compatibles y toda la informaci n 32 1 4 Linux ofrece fiabilidad y seguridad en todas partes 33 1 5 El sistema operativo Mac est dise ado para profesionales 34 2 Instalaci n configuraci n y gesti n de sistemas operativos y aplicaciones 36 2 1 Windows 11 36 3 Grabaci n modificaci n e intercambio de informaci n 64 3 1 Documentos est ticos y din micos 64 3 2 Vinculaci n e incrustaci n de informaci n 64 4 Procedimientos para usar y compartir recursos 66 4 1 Conceptos b sicos de las redes y la conectividad 66 4 2 Tipos de redes 69 5 Optimizaci n de los sistemas 70 6 T cnicas de diagn stico b sico y soluci n de problemas 73 7 Procedimientos de seguridad integridad acceso y protecci n de informaci n 77 7 1 Mantenimiento de los equipos inform ticos seguros y actualizados en la empresa 77 7 2 Herramientas de seguridad inform tica 80 8 Normativa legal aplicable 81 9 Test de repaso 87 Implantaci n y transici n de sistemas de gesti n electr nica de la documentaci n 89 1 Organizaci n y funcionamiento de los centros de documentaci n y archivo 90 1 1 Diferencias entre centros de documentaci n archivos y bibliotecas 90 1 2 Centros de documentaci n digital 92 2 Ventajas e inconvenientes del soporte inform tico frente a los soportes convencionales 93 3 Definici n del flujo documental a partir de aplicaciones inform ticas espec ficas 96 3 1 Flujo documental 96 4 Dise o del sistema de clasificaci n general para toda la documentaci n 98 4 1 Determinaci n de los per odos de vigencia atendiendo a los preceptos legales 98 4 2 Codificaci n de documentos 98 4 3 Normalizaci n de los sistemas de ordenaci n y clasificaci n Manual de Archivo y clasificaci n de documentos 99 4 4 Valoraci n de los documentos a conservar en soporte papel de acuerdo con la normativa legal 100 4 5 Establecimiento de niveles de seguridad backup u otros medios y de acceso a cada documento 101 4 6 Instrucciones para seguimiento conservaci n

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