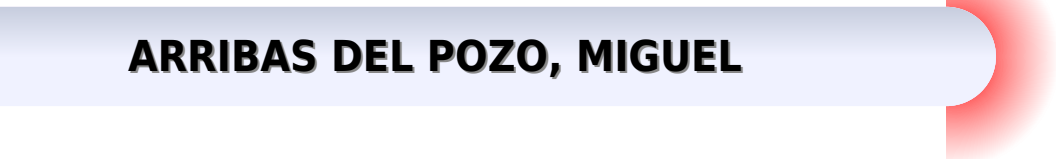




Sistemas De Archivar Y Control De Documentos

ARRIBAS DEL POZO, MIGUEL



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

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Fernández, 2014-07-14 *Sistemas de archivo y clasificación de documentos* ARRIBAS DEL POZO, MIGUEL, 2025-02-17

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 representaci3n de flujos a trav3s de aplicaciones inform3ticas de gesti3n documental ndice El Archivo Concepto y finalidad 6 1 Clases de archivos 8 2 Sistemas de registro y clasificaci3n de documentos 10 3 Mantenimiento del archivo f3sico 12 3 1 Recursos materiales 12 3 2 Infraestructura de archivo 12 4 Mantenimiento del archivo inform3tico 14 4 1 M3todos 14 4 2 Unidades de conservaci3n 15 5 Planificaci3n de un archivo de gesti3n de la documentaci3n 16 5 1 An3lisis de la estructura de la organizaci3n y el tipo de actividad para fijar la estructura de archivo m3s adecuada 16 5 2 Determinaci3n de contenidos y tipo de documentos a archivar 16 5 3 Sistemas de registro y codificaci3n a implantar 18 5 4 Clasificaci3n de documentos y niveles de acceso y restricciones del personal 18 5 5 Definici3n de las formas de acceso al archivo 19 5 6 Normas de conservaci3n de documentaci3n obsoleta o hist3rica destrucci3n archivo definitivo 19 5 7 Elaboraci3n del Manual de Archivo atendiendo a la normativa vigente en relaci3n con la calidad uso y conservaci3n de archivos 20 5 8 Comunicaci3n a los empleados de los procedimientos de acceso 21 6 Los Flujogramas en la representaci3n de procedimientos y procesos 22 6 1 Concepto 22 6 2 Caracter3sticas tipos simbolog3a dise3o y elaboraci3n 22 7 Ejercicios sobre clasificaci3n de documentos 27 8 Test de repaso 28 Utilizaci3n y optimizaci3n de sistemas inform3ticos de oficina 29 1 An3lisis de sistemas operativos 30 1 1 Funciones del sistema operativo 30 1 2 El sistema operativo Windows es el m3s com3n en el mundo 31 1 3 Windows 12 fecha de salida novedades modelos compatibles y toda la informaci3n 32 1 4 Linux ofrece fiabilidad y seguridad en todas partes 33 1 5 El sistema operativo Mac est3 dise3ado para profesionales 34 2 Instalaci3n configuraci3n y gesti3n de sistemas operativos y aplicaciones 36 2 1 Windows 11 36 3 Grabaci3n modificaci3n e intercambio de informaci3n 64 3 1 Documentos est3ticos y din3micos 64 3 2 Vinculaci3n e incrustaci3n de informaci3n 64 4 Procedimientos para usar y compartir recursos 66 4 1 Conceptos b3sicos de las redes y la conectividad 66 4 2 Tipos de redes 69 5 Optimizaci3n de los sistemas 70 6 T3cnicas de diagn3stico b3sico y soluci3n de problemas 73 7 Procedimientos de seguridad integridad acceso y protecci3n de informaci3n 77 7 1 Mantenimiento de los equipos inform3ticos seguros y actualizados en la empresa 77 7 2 Herramientas de seguridad inform3tica 80 8 Normativa legal aplicable 81 9 Test de repaso 87 Implantaci3n y transici3n de sistemas de gesti3n electr3nica de la documentaci3n 89 1 Organizaci3n y funcionamiento de los centros de documentaci3n y archivo 90 1 1 Diferencias entre centros de documentaci3n archivos y bibliotecas 90 1 2 Centros de documentaci3n digital 92 2 Ventajas e inconvenientes del soporte inform3tico frente a los soportes convencionales 93 3 Definici3n del flujo documental a partir de aplicaciones inform3ticas espec3ficas 96 3 1 Flujo documental 96 4 Dise3o del sistema de clasificaci3n general para toda la documentaci3n 98 4 1 Determinaci3n de los per3odos de vigencia atendiendo a los preceptos legales 98 4 2 Codificaci3n de documentos 98 4 3 Normalizaci3n de los sistemas de ordenaci3n y clasificaci3n Manual de Archivo y clasificaci3n de documentos 99 4 4 Valoraci3n 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 conservaci3n

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The Enigmatic Realm of **Sistemas De Archivar Y Control De Documentos**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Sistemas De Archivar Y Control De Documentos** a literary masterpiece penned with a renowned author, readers attempt a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of those who partake in its reading experience.

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