|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | Clasificación archivística | | | | | Valor documental  **CATÁLOGO DE DISPOSICIÓN DOCUMENTAL** | | | Plazo de conservación o vigencia documental | | Clasificación de la información | | | Destino final | | Fundamento legal |
| Sección | |  | Subsección | Serie | | Subserie | | Adminis-trativo | Legal | Contable o Fiscal | Archivo de trámite | Archivo de concentra-ción | Públi-ca | Reser-vada | Confi-dencial | Baja docu- mental | Archivo histórico |
| Clave | Nombre | Clave |  | Clave | Nombre | Clave | Nombre |
| DG | DIRECCIÓN GENERAL |  |  | 1 | CECYT’S | 1.1 | COORDINACIÓN  NACIONAL | X |  |  | 2 |  | X |  |  | X |  |  |
|  |  | CD | COORDINACIÓN DE PLANTELES | 2 | LABORATORIOS | 2.1 | MOBILIARIO Y EQUIPO | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  | SJ | SUBDIRECCIÓN JURÍDICA | 3 | PROCESOS JURÍDICOS | 3.1 | CIVIL | X | X |  | INDEFINIDO |  | X |  | X |  | X | LEY DE DATOS PERSONALES |
|  |  |  |  |  |  | 3.2 | LABORAL | X | X |  | INDEFINIDO |  | X |  | X |  | X | LEY DE DATOS PERSONALES |
|  |  |  |  |  | CONVENIOS | 3.3 | FINIQUITO | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 3.4 | COLABORACIÓN | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | CONTRATOS | 3.5 | ADQUISICIÓN | X |  |  | 2 | 4 | X |  |  | X | X |  |
|  |  |  |  |  |  | 3.6 | ARRENDAMIENTO | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 3.7 | SERVICIOS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 3.8 | CONCESIÓN | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 3.9 | COMODATO | X |  |  | 2 | 4 | X |  |  |  |  |  |
|  |  |  |  |  | CONTROL DE BIENES INMUEBES | 3.10 | PLANTELES | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | MARCO JURÍDICO | 3.11 | REGLAMENTOS | X | X |  | INDEFINIDO |  | X |  |  |  | X | LEY DE DATOS PERSONALES |
|  |  |  |  |  |  | 3.12 | MANUALES | X | X |  | INDEFINIDO |  | X |  |  |  | X | LEY DE DATOS PERSONALES |
|  |  |  |  |  |  | 3.13 | ACUERDO DE COLABORACOIN | X | X |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | ACTAS | 3.14 | ADMINISTRATIVAS | X | X |  | 2 | 4 | X |  |  | X |  |  |
|  |  | UT | UNIDAD DE TRANSPARENCIA | 4 | SOLICITUDES DE INFORMACIÓN | 4.1 | INFOMEX | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 4.2 | REGISTRO DE SOLICITUDES | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | OBLIGACIONES DE TRANSPAREN- CIA Y ACCESO A LA INFORMACIÓN | 4.3 | PORTAL DE TRANSPARENCIA | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 4.4 | DIFUSIÓN DE LAS OBLIGACIONES DE TRANSPARENCIA | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | OBLIGACIONES EN MATERIA DE ARCHIVO | 4.5 | INSTRUMENTOS DE CONTROL ARCHIVÍSTICO | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 4.6 | SUPERVICIONES DE ARCHIVOS A PLANTELES | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 4.7 | TRANSFERENCIA DE ARCHIVOS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 4.8 | VOLANTES DE EXPEDIETES | X |  |  | 2 | 4 | X |  |  |  |  |  |
|  |  |  |  |  |  | 4.9 | INFORMES | X |  |  | 2 | 4 | X |  |  |  |  |  |
|  |  |  |  |  | OBLIGACIONES EN DATOS PERSONALES | 4.10 | RESISDAP | X |  |  | 2 | 4 | X |  |  |  |  |  |
|  |  |  |  |  |  | 4.11 | DERECHOS ARCO | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 4.12 | INFORME ANUAL DE DATOS PERSONALES | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | MEJORA REGULATORIA | 4.13 | TRÁMITES Y SERVICIOS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 4.14 | INFORMES | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | COMITÉ DE TRANSPAREN-CIA | 4.15 | SESIONES | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  | PP | PLANES Y PROGRAMAS | 5 | PROGRAMA DE APOYO ACADÉMICO | 5.1 | CREATIVIDAD TECNOLÓGICA | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 5.2 | ACADEMIAS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 5.3 | EVENTOS ACADÉMICOS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | CONCRECIÓN DE MODULO DE BACHILLERATO COMÚN | 5.4 | VISITAS DE SUPERVICIÓN | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 5.5 | PREMANENCIA Y PROMOCIÓN EN EL SNB | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  | EE | EXTENSIÓN EDUCATIVA | 6 | PROGRAMAS DE INGRESO Y PERMANENCIA | 6.1 | INGRESO AL SPD | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | PROMOCIÓN Y RECONOCI- MIENTO DOCENTE | 6.2 | PERMANENCIA Y PROMOCIÓN EN EL SNB | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 6.3 | ESTÍMULO AL DESEMPEÑO DOCENTE | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | FORMACIÓN Y ACTUALIZA- CIÓN PEDAGÓGICA | 6.4 | PROFERDEMS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 6.5 | CERTIDEMS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | PROGRAMAS DE TUTORIAS Y ORIENTACIÓN | 6.6 | TUTORIAS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 6.7 | ORIENTACIÓN VOCACIONAL | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | PROGRAMA DE APOYO AL ALUMNO | 6.8 | PROSPERA | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 6.9 | CONSTRUYE - TE | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  | CE | CONTROL ESCOLAR | 7 | SERVICIOS ESCOLARES | 7.1 | CALIFICACIONES | X |  |  | 2 | 4 | X |  |  | x |  |  |
|  |  |  |  |  |  | 7.2 | CERTIFICADOS | X |  |  | 2 | 4 | X |  | X |  | X | LEY DE DATOS PERSONALES |
|  |  |  |  |  |  | 7.3 | TITULACIÓN | X | X |  | 2 | 4 | X |  | X |  | X | LEY DE DATOS PERSONALES |
|  |  |  |  |  |  | 7.4 | AUTENTICIDAD DE DOCUMENTOS | X | X |  |  |  | X |  |  |  | X | LEY DE DATOS PERSONALES |
|  |  |  |  |  |  | 7.5 | EXPEDIENTE DEL ALUMNO | X |  |  | 3 | 3 | X |  | X |  | X | LEY DE DATOS PERSONALES |
|  |  |  |  |  | CAPACITACIÓN | 8.1 | DOCENTES | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 8.2 | ADMINISTRATIVOS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 8.3 | DIRECTIVOS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  | PP Y EE | PLANEACIÓN, PROGRAMACIÓN Y EVALUACIÓN ESTADÍSTICA | 8 | PROGRAMA-  CIÓN | 9.1 | ESTADÍSTICAS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 9.2 | ESTUDIOS DE FACTIBILIDAD | X | X |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 9.3 | PROGRAMA ANUAL | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 9.4 | PROGRAMA OPERATIVO ANUAL | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 9.5 | REPORTE DE AVANCE FISICO-FINANCIERO DEL PROGRAMA PRESUPUESTARIO | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 9.6 | AVANCE ACUMULADO DE LOS INDICADORES ESTRATEGICOS DE GESTIÓN | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 9.7 | INFRAESTRUCTURA Y EQUIPAMIENTO | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 9.8 | INFORMES | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | JUNTA DIRECTIVA | 9.9 | SESIONES ORDINARIAS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 9.10 | SESIONES EXTRAORDINARIAS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  | RP | RELACIONES PÚBLICAS | 9 | COMUNICA- CIÓN SOCIAL | 10.1 | PUBLICACIONES E IMPRESOS INSTITUCIONALES | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 10.2 | BOLETINES | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 10.3 | SÍSTESIS INFORMATIVA | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 10.4 | PÁGINA WEB | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | DIFUSIÓN | 10.5 | EXPOFERIAS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 10.6 | VISITAS PROMOCIONALES | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | EVENTOS | 10.7 | INVITACIONES | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 10.8 | CONCURSOS | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | SERVICIO SOCIAL Y PRÁCTICAS PROFESIONA- LES | 10.10 | SERVICIO SOCIAL | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  |  | 10.11 | PRÁCTICAS PROFESIONALES | X |  |  | 2 | 4 | X |  |  | X |  |  |
|  |  |  |  |  | RED CONOCER | 10.12 | CONOCER | X |  |  | 2 | 4 | X |  |  | X | X | LEY DE DATOS PERSONALES |
|  |  |  |  |  |  | 10.13 | MINUTAS | X |  |  | 2 | 4 | X |  |  |  |  |  |
|  |  | SF | SUBDIRECCIÓN DE FINANZAS | 10 | CONTROL DE TRANSFEREN- CIAS | 11.1 | PRESUPUESTO Y MINISTRACIÓN | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  |  | 11.2 | SISTEMAS DE CONTROL Y EMISIÓN | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  | INSTITUCIONES BANCARIAS | 11.3 | BANCOS | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  | RH | RECURSOS HUMANOS |  | EXPEDIENTE ÚNICO DE PERSONAL | 11.4 | PERSONAL | X | X |  | INDEFINIDO |  |  |  |  |  | X | LEY DE DATOS PERSONALES |
|  |  |  |  |  | PRESTACIÓN DE SERVICIOS PROFESIONA- LES | 11.5 | SUELDOS Y SALARIOS | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  |  | 11.6 | SERVICIOS PROFESIONALES | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  | NÓMINA DE PERSONAL | 11.7 | LISTA DE RAYA | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  | RETENCIONES E IMPUESTOS | 11.8 | IMPUESTOS FEDERALES | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  |  | 11.9 | IMPUESTOS ESTATALES | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  |  | 11.10 | FONACOT | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  |  | 11.11 | DECLARACIÓN ANUAL INFORMATIVA MÚLTIPLE | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  | AFILIACIÓN Y PAGOS | 11.12 | RELACIONES PATRONALES | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  |  | 11.13 | PAGO DE CUOTAS | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  | PRESTACIONES LABORALES | 11.14 | SEGURO DE VIDA COLECTIVO | X |  |  | INDEFINIDO |  |  |  |  |  |  |  |
|  |  |  |  |  | REGISTRO Y CONTROL DE PÓLIZAS | 11.15 | INGRESOS | X |  | X | 5 | 1 |  |  |  | X |  |  |
|  |  |  |  |  |  | 11.16 | CHEQUES | X |  | X | 5 | 1 |  |  |  | X |  |  |
|  |  |  |  |  |  | 11.17 | DIARIO | X |  | X | 5 | 1 |  |  |  | X |  |  |
|  |  |  |  |  | ESTADOS FINANCIEROS | 11.18 | MENSUALES | X |  | X | 5 | 1 |  |  |  | X |  |  |
|  |  |  |  |  | LIBROS CONTABLES | 11.19 | LIBRO MAYOR | X |  | X | 5 | 1 |  |  |  | X |  |  |
|  |  |  |  |  |  | 11.20 | LIBRO DIARIO | X |  | X | 5 | 1 |  |  |  | X |  |  |
|  |  |  |  |  | CONCILIACIO-NES BANCARIAS | 11.21 | ESTADOS DE CUENTA | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  | RMSCP | RECURSOS MATERIALES DE SERVICIOS Y CONTROL PATRIMONIAL |  | PADRÓN DE PROVEEDORES | 11.22 | PROVEEDORES | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  | SERVICIOS DE VEHÍCULOS | 11.23 | BITÁCORAS | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  | INVENTARIO FISICO Y CONTROL DE BIENES MUEBLES | 11.24 | INVENTARIOS | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  |  | 11.25 | RESGUARDOS | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  | CONTROL DE BIENES INMUEBLES | 11.26 | MANTENIMIENTO Y CONSERVACIÓN | X |  |  | 2 | 4 |  |  |  | X |  |  |
|  |  |  |  |  | VINCULACIÓN INSTITUCIONAL | 12.1 | INTERNA | X |  |  | 2 |  |  |  |  | X |  |  |
|  |  |  |  |  |  | 12.2 | EXTERNA |  |  |  | 2 |  |  |  |  | X |  |  |
|  |  |  |  |  | ISO | 13.1 | PROCESOS | X |  |  | 2 | INDEFINIDO |  |  |  |  |  |  |
|  |  |  |  |  |  |  | MINUTAS | X |  |  | 2 | 4 |  |  |  |  |  |  |

**Vo. Bo**

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Directora General del Cecytec

**ELABORÓ**

Mtra. Karla Selene Centeno Aparicio

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