Superintendencia de Notariado y Registro

INFORME DE ACTIVIDADES DE JULIO 2026

FECHA DE DILIGENCIAMIENTO					
DIA	30	MES	07	AÑO	2026

DATOS

CONTRATISTA: ANDREA STEPHANIE RIVERA LÓPEZ
DEPENDENCIA: ORIP BOGOTÁ ZONA CENTRO
SUPERVISOR DEL CONTRATO: JANETH CECILIA DIAZ CERVANTES

DESCRIPCIÓN DE LA ACTIVIDAD

- **Apoyo al área de correcciones**

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Superintendencia de Notariado y Registro

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Superintendencia de Notariado y Registro

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Superintendencia de Notariado y Registro

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Superintendencia de Notariado y Registro

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Superintendencia de Notariado y Registro

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- **Radicación y control documental**

Se gestionó el proceso de radicación de documentos ingresados a través de ventanilla, utilizando de manera constante los sistemas **FOLIO** y/o **DOCU**, conforme a los protocolos establecidos, con el objetivo de garantizar el registro y control documental.

- **Manejo y organización del archivo (Artículo 64 - Ley 1579 de 2012)**

Se adelantaron tareas de organización y clasificación documental conforme a los turnos de radicación, respetando los principios de prioridad y rango. Asimismo, se garantizó la correcta disposición de los documentos para su posterior digitalización y archivo, ya sea temporal o definitivo.

Andrea Stephanie Rivera López
Contratista