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| **Fecha de retiro de la carpeta** | **Nombre y Apellidos** | **Firma quien se lleva la carpeta** | **Identificación Carpeta o Documento** | **Nº** **Folios** | **Anexos** | **Fecha** **de entrega** | **Firma de quien recibe la carpeta** | **Autorización fuera de la dependencia** |
|  |  |  |  |  | **CD** | **Otro** |  |  |  |
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**ABREVIATURAS**

**CD:** Disco compacto