

Soporte de creación procedimiento y plan de contingencia informática TE-PR-02

SG-FO-00 Listado Maestro de Documentos y Registros - Excel

Inicio sesión

ARCHIVO INICIO INSERTAR DISEÑO DE PÁGINA FÓRMULAS DATOS REVISAR VISTA DESARROLLADOR

Century Gothic 12 A⁺ [B] [I] [U] [Color] [Fondo] [Borde] [Estilo] [Efectos] [Formato condicional] [Como tabla] [Hiperínculo 2] Normal 2 Normal 2 2 Normal 2 3 Normal [Insertar] [Eliminar] [Formato] [Borrar] [Ordenar y filtrar] [Buscar y seleccionar] [Modificar]

Portapapeles Fuente Alineación Número Estilos Celdas

F235 [X] [Y] [Z] [AA] [AB] [AC] [AD] [AE] [AF] [AG] [AH] [AI] [AJ] [AK] [AL] [AM] [AN] [AO] [AP] [AQ] [AR] [AS] [AT] [AU] [AV] [AW] [AX] [AY] [AZ] [BA] [BB] [BC] [BD] [BE] [BF] [BG] [BH] [BI] [BJ] [BK] [BL] [BM] [BN] [BO] [BP] [BQ] [BR] [BS] [BT] [BU] [BV] [BW] [BX] [BY] [BZ] [CA] [CB] [CC] [CD] [CE] [CF] [CG] [CH] [CI] [CJ] [CK] [CL] [CM] [CN] [CO] [CP] [CQ] [CR] [CS] [CT] [CU] [CV] [CW] [CX] [CY] [CZ] [DA] [DB] [DC] [DD] [DE] [DF] [DG] [DH] [DI] [DJ] [DK] [DL] [DM] [DN] [DO] [DP] [DQ] [DR] [DS] [DT] [DU] [DV] [DW] [DX] [DY] [DZ] [EA] [EB] [EC] [ED] [EE] [EF] [EG] [EH] [EI] [EJ] [EK] [EL] [EM] [EN] [EO] [EP] [EQ] [ER] [ES] [ET] [EU] [EV] [EW] [EX] [EY] [EZ] [FA] [FB] [FC] [FD] [FE] [FF] [FG] [FH] [FI] [FJ] [FK] [FL] [FM] [FN] [FO] [FP] [FQ] [FR] [FS] [FT] [FU] [FV] [FW] [FX] [FY] [FZ] [GA] [GB] [GC] [GD] [GE] [GF] [GG] [GH] [GI] [GJ] [GK] [GL] [GM] [GN] [GO] [GP] [GQ] [GR] [GS] [GT] [GU] [GV] [GW] [GX] [GY] [GZ] [HA] [HB] [HC] [HD] [HE] [HF] [HG] [HH] [HI] [HJ] [HK] [HL] [HM] [HN] [HO] [HP] [HQ] [HR] [HS] [HT] [HU] [HV] [HW] [HX] [HY] [HZ] [IA] [IB] [IC] [ID] [IE] [IF] [IG] [IH] [II] [IJ] [IK] [IL] [IM] [IN] [IO] [IP] [IQ] [IR] [IS] [IT] [IU] [IV] [IW] [IX] [IY] [IZ] [JA] [JB] [JC] [JD] [JE] [JF] [JG] [JH] [JI] [JJ] [JK] [JL] [JM] [JN] [JO] [JP] [JQ] [JR] [JS] [JT] [JU] [JV] [JW] [JX] [JY] [JZ] [KA] [KB] [KC] [KD] [KE] [KF] [KG] [KH] [KI] [KJ] [KK] [KL] [KM] [KN] [KO] [KP] [KQ] [KR] [KS] [KT] [KU] [KV] [KW] [KX] [KY] [KZ] [LA] [LB] [LC] [LD] [LE] [LF] [LG] [LH] [LI] [LJ] [LK] [LL] [LM] [LN] [LO] [LP] [LQ] [LR] [LS] [LT] [LU] [LV] [LW] [LX] [LY] [LZ] [MA] [MB] [MC] [MD] [ME] [MF] [MG] [MH] [MI] [MJ] [MK] [ML] [MN] [MO] [MP] [MQ] [MR] [MS] [MT] [MU] [MV] [MW] [MX] [MY] [MZ] [NA] [NB] [NC] [ND] [NE] [NF] [NG] [NH] [NI] [NJ] [NK] [NL] [NM] [NO] [NP] [NQ] [NR] [NS] [NT] [NU] [NV] [NW] [NX] [NY] [NZ] [OA] [OB] [OC] [OD] [OE] [OF] [OG] [OH] [OI] [OJ] [OK] [OL] [OM] [ON] [OO] [OP] [OQ] [OR] [OS] [OT] [OU] [OV] [OW] [OX] [OY] [OZ] [PA] [PB] [PC] [PD] [PE] [PF] [PG] [PH] [PI] [PJ] [PK] [PL] [PM] [PN] [PO] [PP] [PQ] [PR] [PS] [PT] [PU] [PV] [PW] [PX] [PY] [PZ] [QA] [QB] [QC] [QD] [QE] [QF] [QG] [QH] [QI] [QJ] [QK] [QL] [QM] [QN] [QO] [QP] [QQ] [QR] [QS] [QT] [QU] [QV] [QW] [QX] [QY] [QZ] [RA] [RB] [RC] [RD] [RE] [RF] [RG] [RH] [RI] [RJ] [RK] [RL] [RM] [RN] [RO] [RP] [RQ] [RR] [RS] [RT] [RU] [RV] [RW] [RX] [RY] [RZ] [SA] [SB] [SC] [SD] [SE] [SF] [SG] [SH] [SI] [SJ] [SK] [SL] [SM] [SN] [SO] [SP] [SQ] [SR] [SS] [ST] [SU] [SV] [SW] [SX] [SY] [SZ] [TA] [TB] [TC] [TD] [TE] [TF] [TG] [TH] [TI] [TJ] [TK] [TL] [TM] [TN] [TO] [TP] [TQ] [TR] [TS] [TT] [TU] [TV] [TW] [TX] [TY] [TZ] [UA] [UB] [UC] [UD] [UE] [UF] [UG] [UH] [UI] [UJ] [UK] [UL] [UM] [UN] [UO] [UP] [UQ] [UR] [US] [UT] [UU] [UV] [UW] [UX] [UY] [UZ] [VA] [VB] [VC] [VD] [VE] [VF] [VG] [VH] [VI] [VJ] [VK] [VL] [VM] [VN] [VO] [VP] [VQ] [VR] [VS] [VT] [VU] [VV] [VW] [VX] [VY] [VZ] [WA] [WB] [WC] [WD] [WE] [WF] [WG] [WH] [WI] [WJ] [WK] [WL] [WM] [WN] [WO] [WP] [WQ] [WR] [WS] [WT] [WU] [WV] [WW] [WX] [WY] [WZ] [XA] [XB] [XC] [XD] [XE] [XF] [XG] [XH] [XI] [XJ] [XK] [XL] [XM] [XN] [XO] [XP] [XQ] [XR] [XS] [XT] [XU] [XV] [XW] [XX] [XY] [XZ] [YA] [YB] [YC] [YD] [YE] [YF] [YG] [YH] [YI] [YJ] [YK] [YL] [YM] [YN] [YO] [YP] [YQ] [YR] [YS] [YT] [YU] [YV] [YW] [YX] [YY] [YZ] [ZA] [ZB] [ZC] [ZD] [ZE] [ZF] [ZG] [ZH] [ZI] [ZJ] [ZK] [ZL] [ZM] [ZN] [ZO] [ZP] [ZQ] [ZR] [ZS] [ZT] [ZU] [ZV] [ZW] [ZX] [ZY] [ZZ]

LISTADO MAESTRO DE DOCUMENTOS Y REGISTROS SISTEMA INTEGRADO DE GESTION (SIG) BASC - ISO 28000											
CODIGO: SG-FO-00		VERSION: 2.0		FECHA DE ACTUALIZACION: 25 DE ABRIL DE 2017							
ORIGEN DE PROCEDIMIENTO	VERSION	EMISION INICIAL	EMISION VIGENTE	NOMBRE DOCUMENTO / FORMATO	ALMACENAMIENTO	PROTECCION	RECUPERACION	TIEMPO RETENCION	DISPOSICION FINAL	REVISION DOCUMENTO	PROXIMA REVISION
212 PROCEDIMIENTOS	VERSION	EMISION INICIAL	EMISION VIGENTE	NOMBRE DOCUMENTO / FORMATO							
213 FC-PR-01	3.0	18/05/2014	08/03/2016	PROCEDIMIENTO REPORTE DE OPERACIONES SOSPECHOSAS Y TRANSACCIONES MULTI	MEDIO MAGNETICO/CARPETA FISICA/COPIA SEGURIDAD ERP/BACKUP			N/A	ARCHIVO GRAL	03/08/2017	03/08/2018
214 FORMATOS											
215 FC-FO-01	2.0	18/05/2014	08/03/2016	FORMATO DE REPORTE DE OPERACIONES SOSPECHOSAS O ACTIVIDADES INUSUALES	MEDIO MAGNETICO/CARPETA FISICA/COPIA SEGURIDAD ERP/BACKUP			3 MESES	ARCHIVO GRAL	03/08/2017	03/08/2018
PROCESOS DE APOYO:				TECNOLOGIA							
216 CARACTERIZACION	VERSION	EMISION INICIAL	EMISION VIGENTE	NOMBRE DOCUMENTO / FORMATO							
216 GO-CA-01	2.0	01/03/2013	27/02/2016	CARACTERIZACION PROCESO TECNOLOGICO	MEDIO MAGNETICO		COPIA SEGURIDAD BACKUP	N/A	ARCHIVO GRAL	03/08/2017	03/08/2018
219 PROCEDIMIENTOS	VERSION	EMISION INICIAL	EMISION VIGENTE	NOMBRE DOCUMENTO / FORMATO							
220 TE-PL-01	4.0	13/03/2014	25/01/2017	POITICAS, PROCEDIMIENTOS Y NORMAS DE SEGURIDAD DE TECNOLOGIA	MEDIO MAGNETICO/CARPETA FISICA/COPIA SEGURIDAD ERP/BACKUP			N/A	ARCHIVO GRAL	03/08/2017	03/08/2018
221 TE-PR-01	2.0	01/03/2013	15/03/2016	PROCEDIMIENTO DE GESTION TECNOLOGICA	MEDIO MAGNETICO/CARPETA FISICA/COPIA SEGURIDAD ERP/BACKUP			N/A	ARCHIVO GRAL	03/08/2017	03/08/2018
222 TE-PR-02	1.0	02/10/2017	02/10/2017	PROCEDIMIENTO Y PLAN CONTINGENCIA INFORMATICA	MEDIO MAGNETICO/CARPETA FISICA/COPIA SEGURIDAD ERP/BACKUP			N/A	ARCHIVO GRAL	02/10/2017	02/10/2018
223 FORMATOS											
224 TE-FO-01	2.0	04/07/2013	20/03/2015	HOJA DE VIDA COMPUTADORES	MEDIO MAGNETICO/CARPETA FISICA/COPIA SEGURIDAD ERP/BACKUP			3 MESES	ARCHIVO GRAL	03/08/2017	03/08/2018
225 TE-FO-02	2.0	04/07/2013	02/04/2017	INFORME DE MANTENIMIENTOS DE EQUIPOS DE COMPUTO	MEDIO MAGNETICO/CARPETA FISICA/COPIA SEGURIDAD ERP/BACKUP			3 MESES	ARCHIVO GRAL	03/08/2017	03/08/2018
226 TE-FO-02 Anexo 1	1.0	04/10/2017	04/10/2017	VERIFICACION DE ESTADO DE EQUIPOS	MEDIO MAGNETICO/CARPETA FISICA/COPIA SEGURIDAD ERP/BACKUP			3 MESES	ARCHIVO GRAL	04/10/2017	04/10/2018
227 TE-FO-03	4.0	04/07/2013	15/05/2016	SEGUIMIENTO, CONTROL Y CAMBIO DE USUARIOS Y CONTRASEÑAS	MEDIO MAGNETICO/CARPETA FISICA/COPIA SEGURIDAD ERP/BACKUP			3 MESES	ARCHIVO GRAL	03/08/2017	03/08/2018
228 TE-FO-04	3.0	04/07/2013	10/04/2016	CONTROL DE BACKUPS DE EQUIPOS Y SISTEMAS DE INFORMACION	MEDIO MAGNETICO/CARPETA FISICA/COPIA SEGURIDAD ERP/BACKUP			3 MESES	ARCHIVO GRAL	03/08/2017	03/08/2018
229 TE-FO-05	2.0	04/07/2013	28/10/2014	INSPECCION DE DISPOSITIVOS DE SEGURIDAD Y CCTV	MEDIO MAGNETICO/CARPETA FISICA/COPIA SEGURIDAD ERP/BACKUP			3 MESES	ARCHIVO GRAL	03/08/2017	03/08/2018
230 TE-FO-06	1.0	29/01/2016	29/01/2016	ACTA DE ENTREGA Y DEVOLUCION DE TECNOLOGIA	MEDIO MAGNETICO/CARPETA FISICA/COPIA SEGURIDAD ERP/BACKUP			3 MESES	ARCHIVO GRAL	03/08/2017	03/08/2018
231 TE-FO-07	1.0	27/04/2017	27/04/2017	INSPECCION DISPOSITIVO DE ALARMA Y MONITOREO	MEDIO MAGNETICO/CARPETA FISICA/COPIA SEGURIDAD ERP/BACKUP			3 MESES	ARCHIVO GRAL	03/08/2017	03/08/2018
232 POLITICAS											
233 TE-PL-01	4.0	11/01/2014	25/01/2017	POITICAS, PROCEDIMIENTOS Y NORMAS DE SEGURIDAD DE TECNOLOGIA	MEDIO MAGNETICO/CARPETA FISICA/COPIA SEGURIDAD ERP/BACKUP			3 MESES	ARCHIVO GRAL	03/08/2017	03/08/2018
DOCUMENTOS EXTERNOS											
ORIGEN DE DOCUMENTO				TIPO DE DOCUMENTO	DISPOSICION	N/A	N/A	3 MESES	ARCHIVO GRAL	03/08/2017	03/08/2018
MINISTERIOS ENTRES DE CONTROL				RESOLUCIONES, DECRETOS, CERTIFICADOS	ARCHIVO GENERAL	N/A	N/A	3 MESES	ARCHIVO GRAL	03/08/2017	03/08/2018
CLIENTES				FACTURAS	ARCHIVO GENERAL	N/A	N/A	3 MESES	ARCHIVO GRAL	03/08/2017	03/08/2018
PROVEEDORES				FACTURAS CUENTAS DE COBRO+COTIZACIONES	ARCHIVO GENERAL	N/A	N/A	3 MESES	ARCHIVO GRAL	03/08/2017	03/08/2018
REGISTROS EXTERNOS				EXAMENES DE CALIFICACION	ARCHIVO GENERAL	N/A	N/A	3 MESES	ARCHIVO GRAL	03/08/2017	03/08/2018

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