**Secciones Comunes**

| **Código** | | **Nivel** | **Plazos de conservación** | | | | | | **Técnicas de selección** | | | **Observaciones** | **Tipo de**  **información** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Serie** | **Sub** | **Valoración** | | | **Vigencia** | | | **E** | **CON** | **M** | **R** | **P** | **C** |
| **A** | **L** | **F** | **AT** | **AC** | **T** |
| **1C Legislación** | | | | | | | | | | | | | | | |
| 1C.1 |  | Leyes |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 1C.2 |  | Decretos |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 1C.3 |  | Reglamentos |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 1C.4 |  | Circulares | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 1C.5 |  | Contratos y convenios |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 1C.5.1 | Arrendamiento |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 1C.5.2 | Servicios Profesionales |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 1C.5.3 | Servicios |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 1C.5.4 | Adquisiciones |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 1C.5.5 | Obra pública |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 1C.5.6 | Comodatos |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 1C.6 |  | Resoluciones |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 1C.7 |  | Normas oficiales mexicanas |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 1C.8 |  | Boletín oficial del Estado de Sonora |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 1C.9 |  | Actas del Órgano de Gobierno |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| **2C Asuntos jurídico** | | | | | | | | | | | | | | | |
| 2C.1 |  | Juicios contra la dependencia |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 2C.1.1 | Laboral |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 2C.1.2 | Civil |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 2C.1.3 | Mercantil |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 2C.1.4 | Fiscal |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 2C.2 |  | Juicios de la dependencia |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 2C.3 |  | Amparos |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 2C.4 |  | Procedimientos de responsabilidad administrativa |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 2C.5 |  | Interposición de recursos administrativos | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 2C.6 |  | Notificaciones | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 2C.7 |  | Derechos humanos |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 2C.8 |  | Escrituras de inmuebles |  | X |  | INDEFINIDA | | |  | X |  |  |  | X |  |
| 2C.9 |  | Junta directiva |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 2C.10 |  | Demandas y/o querellas de la dependencia |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| **3C Programación, organización y presupuesto** | | | | | | | | | | | | | | | |
| 3C.1 |  | Programa operativo anual | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 3C.1.1 | Informes trimestrales de avance programático presupuestal del POA | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 3C.1.2 | Informe de la cuenta de la hacienda pública | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 3C.2 |  | Presupuesto de ingresos y egresos autorizado | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 3C.3 |  | Documentos administrativos | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 3C.3.1 | Manual de organización | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 3C.3.2 | Manual de procedimientos | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 3C.3.3 | Manual de trámites y servicios | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 3C.4 |  | Programa anual de inversiones | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| **4C Recursos humanos** | | | | | | | | | | | | | | | |
| 4C.1 |  | Expediente único de personal | X |  |  | 3 | 27 | 30 |  | X |  |  |  |  | X |
| 4C.2 |  | Padrón de obligados declaración patrimonial | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 4C.3 |  | Plantilla de personal | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 4C.4 |  | Descripción de puestos | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 4C.6 |  | Contratos de honorarios | X |  |  | 3 | 27 | 30 |  | X |  | Excepto los datos personales |  | X |  |
| 4C.5 |  | Nómina |  |  | X | 3 | 27 | 30 |  | X |  |  |  | X |  |
|  | 4C.6.1 | Nómina de pago a personal |  |  | X | 3 | 27 | 30 |  | X |  |  |  | X |  |
|  | 4C.6.2 | Nómina de pago a ISSSTESON | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 4C.7 |  | Control de asistencia (vacaciones, descansos y licencias, incapacidades,  etc.) | X |  |  | 3 | 27 | 30 |  | X |  | Excepto la enfermedad que se indica en las incapacidades |  | X |  |
| 4C.8 |  | Actas administrativas | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 4C.9 |  | Descuentos | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 4c.10 |  | Capacitación | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 4C.11 |  | Evaluación al personal | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 4C.12 |  | Jubilaciones y pensiones | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 4C.13 |  | Programas de retiro voluntario | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 4C.14 |  | Comité de integridad | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| **5C Recursos financieros** | | | | | | | | | | | | | | | |
| 5C.1 |  | Estados financieros |  |  | X | 6 | 24 | 30 |  | X |  |  |  | X |  |
| 5C.2 |  | Registro de Pólizas |  |  | X | 6 | 24 | 30 |  | X |  |  |  | X |  |
|  | 5C.2.1 | Diario |  |  | X | 6 | 24 | 30 |  | X |  |  |  | X |  |
|  | 5C.2.2 | Ingresos |  |  | X | 6 | 24 | 30 |  | X |  |  |  | X |  |
|  | 5C.2.3 | Egresos |  |  | X | 6 | 24 | 30 |  | X |  |  |  | X |  |
| 5C.3 |  | Control de cheques |  |  | X | 6 | 24 | 30 |  | X |  |  |  | X |  |
| 5C.4 |  | Conciliaciones bancarias |  |  | X | 6 | 24 | 30 |  | X |  |  |  | X |  |
| 5C.5 |  | Registro de firmas bancarias | X |  |  | 6 | 24 | 30 |  | X |  |  |  | X |  |
| 5C.6 |  | Declaración informativa de operaciones con terceros |  |  | X | 6 | 24 | 30 |  | X |  |  |  | X |  |
| 5C.7 |  | Valores financieros | X |  |  | 6 | 24 | 30 |  | X |  |  |  | X |  |
| **6C Recursos materiales y obra publica** | | | | | | | | | | | | | | | |
| 6C.1 |  | Programa anual de adquisiciones | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 6C.2 |  | Comité de adquisiciones | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 6C.3 |  | Adquisiciones y servicios | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 6C.4 |  | Programa anual de obras | X |  |  | 9 | 23 | 30 |  | X |  |  |  | X |  |
| 6C.5 |  | Comité de obras públicas | X |  |  | 9 | 23 | 30 |  | X |  |  |  | X |  |
| 6C.6 |  | Obras públicas | X |  |  | 9 | 23 | 30 |  | X |  |  |  | X |  |
| 6C.7 |  | Servicios relacionados con obra | X |  |  | 9 | 23 | 30 |  | X |  |  |  | X |  |
| 6C.8 |  | Inventario de inmuebles | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 6C.9 |  | Mantenimiento de inmuebles | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 6C.10 |  | Arrendamientos y préstamo de inmuebles a terceros | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 6C.11 |  | Inventario físico de bienes muebles y equipo de transporte | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 6C.12 |  | Facturas de bienes | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 6C.13 |  | Resguardos de inventario | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 6C.14 |  | Altas y bajas de inventario | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 6C.15 |  | Cálculo de depreciaciones | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 6C.16 |  | Sistema institucional de archivo | X |  |  | 3 | 27 | 30 |  | X |  |  |  | X |  |
| 6C.17 |  | Sistema de información de acciones de gobierno | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 6C.17.1 | Sistema de información de recursos gubernamentales | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 6C.17.2 | Sistema de evidencias | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 6C.18 |  | Protección civil | X |  |  | 3 | 9 | 12 |  | X |  |  |  |  |  |
| **7C Servicios generales** | | | | | | | | | | | | | | | |
| 7C.1 |  | Servicios básicos | X |  |  | 3 | 0 | 3 | X |  |  |  |  | X |  |
| 7C.2 |  | Servicios de telefonía | X |  |  | 3 | 0 | 3 | X |  |  |  |  | X |  |
| 7C.3 |  | Mantenimiento, conservación e instalación de mobiliario | X |  |  | 3 | 0 | 3 | X |  |  |  |  | X |  |
| 7C.4 |  | Servicios de impresión | X |  |  | 3 | 0 | 3 | X |  |  |  |  | X |  |
| 7C.5 |  | Bitácora vehicular | X |  |  | 3 | 0 | 3 | X |  |  |  |  | X |  |
|  | 7C.5.1 | Mantenimiento | X |  |  | 3 | 0 | 3 | X |  |  |  |  | X |  |
|  | 7C.5.2 | Combustibles | X |  |  | 3 | 0 | 3 | X |  |  |  |  | X |  |
|  | 7C.5.3 | Uso |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8C Tecnologías y servicios de la información** | | | | | | | | | | | | | | | |
| 8C.1 |  | Software | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 8C.2 |  | Seguridad informática | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 8C.3 |  | Administración de correo institucional | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| **9C Comunicación social** | | | | | | | | | | | | | | | |
| 9C.1 |  | Publicaciones e impresos institucionales | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 9C.1.1 | Materia multimedia | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 9C.1.2 | Publicidad institucional | X |  |  | 3 | 9 | 12 |  |  | X |  |  | X |  |
|  | 9C.1.3 | Inserciones y anuncios en periódicos y revistas | X |  |  | 3 | 9 | 12 | X |  |  |  |  | X |  |
| **10C Control y auditoria de actividades publicas** | | | | | | | | | | | | | | | |
| 10C.1 |  | Auditorías a la obra pública |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 10C.1.1 | Auditoría Superior de la Federación |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 10C.1.2 | Secretaría de la Función Pública |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 10C.1.3 | Instituto Superior de Auditoría y Fiscalización |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 10C.1.4 | Secretaría de la Contraloría General |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 10C.1.5 | Recomendaciones de la Secretaría Ejecutiva del Sistema Estatal Anticorrupción |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 10C.1.6 | Órgano Interno de Control |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 10C.2 |  | Auditorías gubernamentales |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 10C.2.1 | Auditoría Superior de la Federación |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 10C.2.2 | Secretaría de la Función Pública |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 10C.2.3 | Instituto Superior de Auditoría y Fiscalización |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 10C.2.4 | Secretaría de la Contraloría General |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 10C.2.5 | Recomendaciones de la Secretaría Ejecutiva del Sistema Estatal Anticorrupción |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 10C.2.6 | Órgano Interno de Control |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 10C.2.7 | Despacho Externos |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 10C.3 |  | Auditoría del Sistema de Administración Tributaria |  |  | X | 3 | 27 | 30 |  | X |  |  |  | X |  |
| **11C Planeación, información, evaluación y políticas educativas** | | | | | | | | | | | | | | | |
| 11C.1 |  | Planeación institucional | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 11C.1.1 | Plan Estatal de Desarrollo | X |  |  | 3 | 9 | 12 |  | X |  |  |  |  |  |
|  | 11C.1.2 | Programa Institucional | X |  |  | 3 | 9 | 12 |  | X |  |  |  |  |  |
|  | 11C.1.3 | Integración de la Matriz de Indicadores de Resultados | X |  |  | 3 | 9 | 12 |  | X |  |  |  |  |  |
|  | 11C.1.4 | Informe de gobierno | X |  |  | 3 | 9 | 12 |  | X |  |  |  |  |  |
| 11C.2 |  | Control Interno | X |  |  | 3 | 9 | 12 |  | X |  |  |  |  |  |
|  | 11C.2.1 | Programa de trabajo de control interno | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 11C.2.2 | Programa de trabajo de administración de riesgos | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 11C.2.3 | Comité de control y desempeño institucional | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 11C.3 |  | Mejora regulatoria | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 11C.4 |  | Evaluación del desempeño de programas presupuestarios | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 11C.5 |  | Censo de gobierno INEGI | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| **12C Transparencia y acceso a la información administrativa** | | | | | | | | | | | | | | | |
| 12C.1 |  | Comité de transparencia | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 12C.2 |  | Solicitudes de acceso a la información |  | X |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 12C.3 |  | Portal de transparencia | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |

**Secciones Sustantivas**

| **Código** | | **Nivel** | **Plazos de conservación** | | | | | | **Técnicas de selección** | | | **observaciones** | **Tipo de**  **información** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Serie** | **Sub** | **Valoración** | | | **vigencia** | | | **E** | **CON** | **M** | **R** | **P** | **C** |
| **A** | **L** | **F** | **AT** | **AC** | **T** |
| **1S Deporte** | | | | | | | | | | | | | | | |
| 1S.1 |  | Juegos Nacionales CONADE | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 1S.2 |  | Asociaciones deportivas | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 1S.3 |  | Becas | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 1S.4 |  | Gestión de apoyos al deporte | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| **2S Calidad para el deporte** | | | | | | | | | | | | | | | |
| 2S.1 |  | Medicina y ciencias aplicadas | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 2S.1.1 | Atención integral a deportistas | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
|  | 2S.1.2 | Investigación y vinculación académica | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 2S.2 |  | Villa deportiva | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 2S.3 |  | Metodología del deporte | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| **3S Cultura física** | | | | | | | | | | | | | | | |
| 3S.1 |  | Activación física | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 3S.2 |  | Deporte social | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 3S.3 |  | Fomento al deporte | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 3S.4 |  | Premio estatal del deporte | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |
| 3S.5 |  | Campamento de verano | X |  |  | 3 | 9 | 12 |  | X |  |  |  | X |  |