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| I. Datos Generales | | | | | | |
| Fecha: |  | | Hora: | |  | |
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| II. Respaldo aplicaciones | | | | | | |
| No. | Aplicación | Nombre de la carpeta | | | Descripción | |
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| III. Respaldo base de datos | | | | | | |
| No. | Aplicación | Nombre respaldo BD | | | Descripción | |
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| Nombre y firma del responsable del respaldo | | | | | | |