

Riosucio Caldas, mayo 09 de 2.023

JUZGADO PRIMERO PROMISCUO
RIOSUCIO - CALDAS

No. 10 Mayo de 2023

Hora: 11:00

Presentado:

Firma recibida: Alejandra Cardona Jaramila

SEÑORA

JUEZ PRIMERO PROMISCUO MUNICIPAL

La Ciudad.

REF: PROCESO EJECUTIVO SINGULAR DE MINIMA CUANTIA

DTE: BANCO POPULAR S. A.

DDA: CIELO RUTH COLORADO DE FERNANDEZ

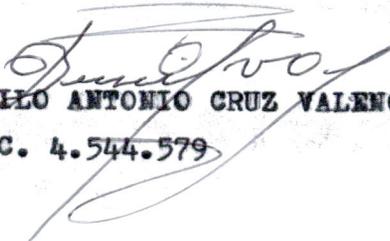
DANILO ANTONIO CRUZ VALENCIA, mayor y vecino de esta ciudad, identificado como aparece al pié de la firma, en mi condición de auxiliar de la justicia, nombrado como SECUESTRE en el proceso de la referencia, quiere por medio de este escrito poner en conocimiento del juzgado y demás partes interesadas, un informe de mi labor como tal en los términos siguientes:

En el referido proceso, el secuestro consistió en el aprisionamiento de un lote de terreno, mejorado con una casa de habitación, ubicada en la Carrera 10 entre Calles 10 y 8, distinguida con el No. 8-20, BARRIO OBRERO, zona urbana de esta ciudad, en diligencia realizada el día 15 de diciembre de 2.022, por parte de la INSPECCION DE POLICIA URBANA DE TERCERA A SEXTA CATEGORIA de Riosucio Caldas, ofina comisionada para tal efecto.

Tal como se dejó constancia, en el acta de la diligencia, la casa de habitación la ocupa la persona demandada en el proceso y por tal razón no se registran entradas para relacionar en el informa, tampoco se han originado gastos de ninguna naturaleza.

En los términos anteriores, nuevamente, dejo rendido el informe de mi labor hasta la fecha de esta presentación.

De la señora juez, respetuosamente


DANILO ANTONIO CRUZ VALENCIA

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The first part of the document discusses the importance of maintaining accurate records. It emphasizes that proper record-keeping is essential for the effective management of any organization. This section outlines the various methods and tools used to collect and analyze data, ensuring that all information is up-to-date and reliable.

The second part of the document focuses on the implementation of these practices. It provides a detailed overview of the steps involved in setting up a robust record-keeping system. This includes identifying the key areas of the organization that require monitoring, selecting appropriate software and hardware, and training staff members on the new procedures.

The final part of the document addresses the challenges and solutions associated with record management. It highlights common issues such as data redundancy, security concerns, and the need for regular audits. Practical solutions are provided to address these challenges, ensuring that the record-keeping system remains efficient and secure over time.

In conclusion, the document underscores the critical role of record-keeping in organizational success. By following the guidelines and best practices outlined here, organizations can ensure that their records are accurate, accessible, and secure, ultimately leading to improved decision-making and operational efficiency.

The following table provides a summary of the key components and steps discussed in the document. This table is intended to serve as a quick reference for readers who wish to implement the recommended practices.

Component	Description
Record-Keeping Methods	Various methods and tools used to collect and analyze data.
Implementation Steps	Identifying key areas, selecting software/hardware, and training staff.
Challenges and Solutions	Addressing data redundancy, security concerns, and the need for regular audits.

It is important to note that the success of any record-keeping system depends on the commitment and cooperation of all staff members. Regular communication and training are essential to ensure that everyone understands the importance of accurate record-keeping and follows the established procedures.

Additionally, the document highlights the need for regular audits to verify the accuracy and completeness of the records. This process helps to identify any discrepancies or errors and allows for timely corrections, ensuring that the records remain reliable and up-to-date.

The document also discusses the importance of data security and access control. It provides recommendations for implementing strong security measures, such as password protection, encryption, and user access restrictions, to prevent unauthorized access to sensitive information.

Finally, the document emphasizes the need for a clear and consistent record-keeping policy. This policy should define the roles and responsibilities of staff members, the types of records to be maintained, and the procedures for creating, updating, and archiving records.

In summary, the document provides a comprehensive guide to record-keeping practices. By following the outlined steps and best practices, organizations can ensure that their records are accurate, accessible, and secure, leading to improved operational efficiency and decision-making.