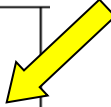


AG-703 Instructions

1. Complete the unit information to include unit name/designation and address, along with the telephone number and the date the form is being completed.
2. In the box titled “Total Number of Folders/Boxes” insert the number of boxes or the approximate size of the records to be destroyed if in paper format, for example ½ box, or 2 boxes. If in electronic format, list the number of folders or approximate quantity of records/documents.
3. In the center section of the form, in the left column list the records retention Schedule Agency Item Number which is listed in the second column of the records retention schedule at <http://www.tamus.edu/assets/files/legal/pdf/System-Records-Retention-Schedule-Dec2012.pdf>

Records Series Item No.	Agency Item No.
1.1.002	01.100.10



4. In the description block, list a description of the records to be destroyed. For paper records, list the first and last record that are in the series listed in the Agency Item Number in the left column. For electronic records, include the first and last folder or document in the group to be destroyed. For example if it was general correspondence you might list the items as “letter from Doe, John to letter to Weber, James.” Note: For the Personnel Files of terminated employees, list them as personnel files and include all the agency numbers
5. For the inclusive dates block, list the earliest date of a record to the most recent date of the document, for example 1/1/00 to 7/3/01.
6. List each type of record separately on a different line.
7. Have the unit Records Coordinator sign the top signature block, then have the unit head sign the second block.
8. Send the form to the AgriLife Research/Extension Records Manager for signature via Laserfiche by placing the scanned document in the Work in Progress – Document Management Folder. The document will be signed and returned to you via Laserfiche in your unit’s Work in Progress folder.
9. When the documents are destroyed, have the person that is destroying or deleting the records sign the last signature block. If the documents are sent out to a contracted company for destruction, list the date that it is picked up, turned over to that company or the date it is placed in the container for that company to pick up.
10. File the completed AG-703 in Laserfiche in your unit folder in section 1.2.1