AG-705 (12/12)

Texas A&M AgriLife
Administrative Services – Risk and Compliance

Records Coordinator Designation

UNIT: _____

Coordinator Information:

Name (Last First MI)	
Position Title	
Phone	
E-mail	

NOTE: Please complete a separate form for each coordinator. Recommend that all Laserfiche Unit Administrators be designated as records coordinators since they have the rights to delete records.

Approved By _____ _____
(Unit Head) Name Signature

Please return completed form to :

AgriLife Research/Extension Records Officer:

Via Laserfiche – place into the Work In Progress – Document Management Folder (preferred)

Fax – 979-458-1046