

AG-705 (06/21)

Texas A&M AgriLife
Administrative Services – Ethics and Compliance



Laserfiche Unit Administrator/Records Coordinator

UNIT: _____

Coordinator Information:

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

NOTE: Please complete a separate form for each coordinator and department. 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: jkgreen@ag.tamu.edu

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