

## **Records Management Compliance Checklists**

### **File Management**

- Files Set up in accordance with guidelines such as at <http://aglfdocs.tamu.edu/documents/creating-personnel-files.pdf> and others.
- Files placed in correct file folders
- Fleet Management Documents filed in Laserfiche
- Work In Progress folder for the unit used as a temporary working area and not used for store files which are not currently in use.

### **Records Management**

- Unit has a current designation of a Unit Records Coordinator
- Records management followed in accordance with procedures (<http://agriflifeas.tamu.edu/library/pdf/rules-procedures/619901x101.pdf> and/or <http://agriflifeas.tamu.edu/library/pdf/rules-procedures/619901a101.pdf> )
- Terminated Employee Personnel Files retained 5 years then destroyed (Maintained in the terminated file section and have the event date and cutoff set in Laserfiche
- AG-901, Destruction Requests, filed in Laserfiche
- Files maintained by unit retained in accordance with the Records Retention Schedule

### **Training**

- Records Management Training current for Unit Records Coordinator