Records Management Compliance Questionnaire

File Management

- ☐ Are files set up in accordance with guidelines such as at
  http://aglfdocs.tamu.edu/documents/creating-personnel-files.pdf and others?
- ☐ Are all files placed in correct file folders?
- ☐ Are the Fleet Management Documents filed in Laserfiche?
- ☐ Is the 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

- ☐ Does the unit have a current designated of a Unit Records Coordinator?
- ☐ Does the unit follow the records management procedures as specified in
  http://agrilifeas.tamu.edu/library/pdf/rules-procedures/619901x101.pdf and/or
  http://agrilifeas.tamu.edu/library/pdf/rules-procedures/619901a101.pdf?
- ☐ Are the Terminated Employee Personnel Files retained for 5 years then destroyed? (And
  are they maintained in the terminated file section and have the event date and cutoff set in
  Laserfiche?)
- ☐ Are the AG-901, Destruction Requests, filed in Laserfiche?
- ☐ Are files maintained by unit retained in accordance with the Records Retention Schedule?

Training

- ☐ Is the Records Management Training current for the Unit Records Coordinator?