

Records Management Compliance Questionnaire

File Management

- Are files set up in accordance with guidelines such as at <http://aglfdocs.tamu.edu/resources/Creating-Personnel-Files-in-Laserfiche.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://agrifeas.tamu.edu/library/pdf/rules-procedures/619901x101.pdf> and/or <http://agrifeas.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?