**File Setup in the Texas A&M Agriculture Laserfiche Document Management System**

These are some ideas and considerations to use when setting up your file folders in the Laserfiche Document Management System. Not all of these ideas will work in every unit because of each unit's unique needs. In addition, please note that the overall file structure in the system is only a skeleton which is fleshed out by you. You have the overall determination what much of the file system will look like and can thus adapt it to your unit's business processes. Please note though, there are certain files which you previously maintained, but which will now be maintained by another office. This is not an attempt to centralize things, but since we have a consolidated system for all units, this will now provide you access to files that are considered the master record – your previous files were convenience copies because you had no way to conveniently access the master files. The Laserfiche Document Management System has enabled us to give you access to those files, and as such, will help lessen your workload.

1. We have created record series in most areas for your files. These are the main containers for files which are similar and have the same retention period.   These cannot contain documents, but instead can contain only Record Folders – as many as you need.

2. Record Folders can contain additional folders – as many as you need – and each of these folders can contain additional nested folders. Below is an example of a record folder named FY-07.
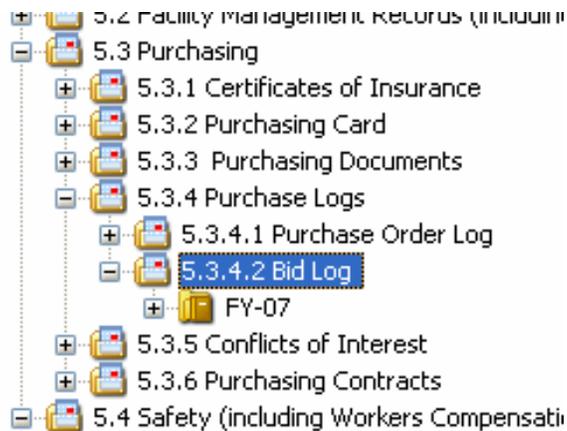
When setting up unit files it is important to consider:

1. Who will need to have access to the files?   By creating one file folder and placing everything in there you can provide access to everything by everyone in your unit who has access to the system. On the other hand, by setting up a series of folders and assigning access by a unit group or by UIN you can restrict the access of a folder down to an individual user (unit admins will still have access). You will probably want to have a number of file folders/record folders, to not only control access, but to also better

organize your files – just as you currently do with your file systems.

2. What is the retention schedule? If the files are to be destroyed only after they are superseded, you may want to set up the files by such methods as alphabetical, but if they are to be retained for a set period of time after a closing date then you may want them set up by Fiscal Year or Calendar Year. As an example, General Correspondence is maintained for one year. You could view this as the need to maintain one a folder for a fiscal year, then cut it off at the end of the fiscal year and destroy the folder contents one year after the cutoff. In this case the folders could be marked as FY-06 or FY-07 as an example.

3. If you decide to maintain the files by fiscal year, do you need sub-folders for specific reasons or people? For example, does the department/unit head need a folder for his/her correspondence? Or do other faculty members need special folders for records or correspondence? Or, do you need a folder for project X? One way to examine this concept is to look at your current file structure. Although the files may currently be scattered in various file cabinets throughout your unit, how are they maintained and how are they categorized? In some cases you may want to have folders for each FY, then folders for the unit head, all employees, bookkeepers, lead support staff administrative personnel, faculty, etc.

4. Who needs temporary files? Your work in progress folder can enable you to set up a few files for your employees to temporarily place documents while they are waiting to be moved into the main file structure. Remember though, if these begin to get too large we will request that they be moved into the file structure before they are removed. Your unit work in progress folder also provides a way for others to send you documents. All units can see each other's folders, but not the contents of the folders. By dragging and dropping a folder or a file, you can deliver it to another unit.

5. Do you just need a short-term access for an individual? As you need to share a file with someone else, consider setting up a temporary folder and giving them access by UIN or name to that folder. Then create a shortcut to the document in the new temporary folder. In this manner they can view the document, but can do only what you allow them to with the document. This works especially well for files to which you will give auditors access.