There are two steps when requesting destruction for State Records Center items in TexLinx:

I. Review the Boxes and Microforms in TexLinx
II. Submit the email request

I. REVIEW ITEMS USING THE BOXES AND MICROFORMS TABS IN TEXLINX:

1. To review all items for destruction using the Item Type Tabs tab, go to the Boxes or the Microforms tab (only one tab can be reviewed at a time) and in the Quick Search field (at the top of the screen) enter in the Eligible Destruction Date field the less than symbol followed by one day beyond the Target Date for the items that need to be designated for destruction and click Search.
   Example: <09/01/2018 will show all Boxes that are eligible for destruction up to 08/31/2018 (08/31/2018 is the Target Date to use in the email notification):

2. Sort the items by the Agency Item Number. In the Home Page grid, click the header for AIN:

   It is important to sort by the AIN so the items are arranged by the Record Series. The total number of containers to be destroyed or placed on Hold for each Record Series needs to be known. Separate numbers for destruction and items on hold will need to be noted for each Record Series in the email request.
3. If there are no items to place on Hold, go to instruction 6. To place an item on Hold, select the item(s) from the Home Page Grid (click the checkbox on the left side of the screen), click Data Manipulation and select Update (or Bulk Update if more than one item was selected):

4. On the Update a Box screen, scroll down to the Holds section and select the appropriate hold option:

   Be sure to note on a piece of paper the total number of items that are being placed on Hold for each AIN.

5. After selecting the Hold Type, scroll down to the Infolinx System Fields and click the checkbox for Hold Retention:

6. Click Update at the top right when the Holds section is completed to return to the Home Page.

7. With the AIN column sorted, make note of how many items are assigned to each AIN that will be requested for destruction and how many are noted in TexLinx as being on a Hold.

8. It is now time to write the destruction request email to the State Records Center Manager.
II. SUBMIT THE EMAIL REQUEST

When it is time to let the SRC Manager know that there are items for destruction, please send the request in an email. This email can come from the Records Management Officer or the Records Management Liaison assigned to that role in TexLinx.

1. Address the email to Dee Riley  driley@tsl.texas.gov
2. Subject: Destruction

**In the body of the email, provide in this specific order:**

3. Total number of Boxes/Microforms (be sure to separate those numbers) for the Record Series to be destroyed
4. Total number of Boxes/Microforms (be sure to separate those numbers) for the Record Series placed on Hold
5. Agency Item Number and Record Series Title
6. Target Date (everything up to this date will be marked for destruction). (Example: If 08/31/2018 is noted, everything not identified with a Hold up to that date will be pulled for destruction.)

Then repeat this for each Record Series. Multiple Record Series can be sent in the same email.

Here is an example of how the destruction request email will look for one Record Series:

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Dear, 
Here is my destruction request:

7 Boxes to be destroyed, 35 Microforms to be destroyed
1 Box on Hold
AIN/Records Series Title: 38 Transmittals-Original
Target Date: 08/31/2018

Please let me know if you need any addition information. 
—RoMOna Manager 
Texas Big State Agency
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