



**TSLAC SRC USE ONLY**

Received by (Initials): \_\_\_\_\_

Date: \_\_\_\_\_

Individual's Barcode: \_\_\_\_\_

## Gimmal User Information Form

To be completed by the agency Records Management Officer or Records Management Liaison  
 FIELDS WITH \* REQUIRED FOR NEW USERS - If form is printed, please print responses if writing.

This form is for new Gimmal user accounts only. If a current employee's Gimmal account needs to be updated, please send an email to [gimmal@tsl.texas.gov](mailto:gimmal@tsl.texas.gov)

First Name\*: \_\_\_\_\_

Middle Name/ Initial: \_\_\_\_\_

Last Name\*: \_\_\_\_\_

State Agency Name/ Local Government Name\*: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Email\*: \_\_\_\_\_

Pick-up/ Delivery Work Address (No P.O. Box), City, State, ZIP +4 code\*: \_\_\_\_\_

Work Area Code and Phone Number\*: \_\_\_\_\_ Extension: \_\_\_\_\_

**ROLE\*** This determines the access permissions the employee is granted in Gimmal (**select one**):

**Records Management Officer (RMO):** The person assigned by the State Agency Head/Local Government Leader is responsible for all records management decisions at the state agency. This person may also perform storage transactions to create storage items, send items to and/or receive items from the State Records Center, and initiate destruction requests and permanent transfers. This person may attend payment required (when applicable) records management training or other training opportunities at the Texas State Library.

**Records Management Liaison (RML) (unlimited number of employees can be assigned to this role):** The person assigned by the State Agency Head/Local Government Leader or the Records Management Officer (RMO) to act on behalf of or with the agency's RMO concerning records management decisions for the agency. This person may also perform storage transactions to create storage items, send items to and/or receive items from the State Records Center, and initiate destruction requests and permanent transfers. This person may attend payment required (when applicable) records management training or other training opportunities at the Texas State Library.

**Records Center User (RCU) (unlimited number of employees can be assigned to this role):** An employee of a state agency or local government who will not be acting as the Records Management Officer or the Records Management Liaison. This person will be sending and/or receiving items to and from the State Records Center, request permanent transfer, and may attend payment required (when applicable) training classes at the Texas State Library and or other training opportunities. (This role is suggested for staff who interact with the State Records Center to create, request, or send items; request imaging work; and request disaster recovery storage. Disaster Recovery request permission also requires completing the Disaster Recovery Request Access section of this form.)

**View Only (unlimited number of employees can be assigned to this role):** Permissions are very restricted for this role. Employees assigned to this role will see items in Gimmal, but they cannot create, request, or interact with the information they see in Gimmal. They can have items delivered to them or picked up from them by way of another employee assigned to the roles of RMO, RML, or RCU.

**Assignee (unlimited number of employees can be assigned to this role):** This is an employee who cannot see or interact with Gimmal. This will allow for delivery and pickup, though the employee is not an active user of the system. Another employee assigned to the roles of RMO, RML, or RCU will send requests for pickup and delivery on behalf of this employee.



## DISASTER RECOVERY REQUEST ACCESS

I authorize this employee (assigned to the role for RMO, RML, or RCU) to request items for the State Records Center's Disaster Recovery Vault (this is separate storage from regular storage at the SRC). **RMO/RML: Please submit a new RMD113 form [www.tsl.texas.gov/sites/default/files/public/tslac/slrml/state/forms/rmd1130323.pdf](http://www.tsl.texas.gov/sites/default/files/public/tslac/slrml/state/forms/rmd1130323.pdf)**. For information about the Disaster Recovery storage: [www.tsl.texas.gov/slrml/storage/disaster.html](http://www.tsl.texas.gov/slrml/storage/disaster.html)

### ORGANIZATION\*:

Select this checkbox to assign this user to ALL ORGANIZATIONS within your agency.

**OR:** To assign this user to specific organizations, please log in to Gimmel to see the agency's organizations. List below the employee's organization assignment(s) as they appear in Gimmel (if there are more than 7 organization assignments, list additional organizations in the email). Employees see information for the specific organizations they are assigned.

| Gimmel Field Labels:   | Viewed in Gimmel Organization Quick Description:    | Entered below as:          |
|--|---|----------------------------|
| Agency – Agency# (no division)                                 | Texas Big State Agency – 988                        | 988                        |
| Agency – Agency# – Division                                    | Texas Big State Agency – 988 – West                 | 988 – West                 |
| Agency – Agency# – Division – Business Unit                    | Texas Big State Agency – 988 – West – Hub           | 988 – West – Hub           |
| Agency – Agency# – Division – Business Unit – Business SubUnit | Texas Big State Agency – 988 – West – Hub – Finance | 988 – West – Hub – Finance |

## AUTHORIZATION AND CERTIFICATION BY THE RMO OR RML\*

I am the Records Management Officer or Records Management Liaison for this state agency or local government. I authorize this employee to be assigned user login credentials for the Texas State Library's Gimmel system. The RMO (and the RML if the RML submits this form) and the employee (not those with the Role of Assignee) will receive Gimmel credentials in an email from a Texas State Library and Archives Commission's Gimmel Administrator. Please allow up to two business days for the Gimmel credentials to be generated and emailed to the new Gimmel user.

RMO/RML Name\*: \_\_\_\_\_

RMO/RML Job Title\*: \_\_\_\_\_

RMO/RML Work Email Address\*: \_\_\_\_\_

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**RMO/RML: Send completed form as an email attachment to: [gimmel@tsl.texas.gov](mailto:gimmel@tsl.texas.gov)**

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### OR, SEND THE PRINTED FORM USING:

#### Interagency Mail (Austin state agencies only):

Texas State Library and Archives Commission  
State Records Center  
ATTN: Gimmel  
4400 Shoal Creek Blvd.  
Austin, TX 78756

#### United States Postal Service mail:

Texas State Library and Archives Commission  
State Records Center  
ATTN: Gimmel  
P.O. Box 12927  
Austin, TX 78711  
2927

