



TEXLINX USER INFORMATION

To be completed by the agency Records Management Officer or Records Management Liaison
FIELDS WITH * REQUIRED FOR NEW USERS – Please print responses if writing by hand



<p>Select One*:</p> <p>New User (complete all required * fields)</p> <p>Update information for current TexLinx User (complete fields to be updated)</p>

FIRST NAME*:

MIDDLE INITIAL:

LAST NAME*:

STATE AGENCY NAME / LOCAL GOVERNMENT NAME*:

JOB TITLE:

WORK EMAIL*:

PICK-UP AND DELIVERY ADDRESS*:

PHONE NUMBER*: () - ext.

ORGANIZATION*:

Please select this checkbox to assign this user to ALL ORGANIZATIONS within your agency and move on to the ROLE section.

-OR-

If you are assigning this user to specific organizations, please log into TexLinx to see the Organizations for your agency and list below the assignment(s) for this user as they appear in TexLinx (attach an additional sheet, if necessary). This user will see information pertaining only to the Organizations you list.

Example:

	As viewed in Texlinx	
	Organization Quick Description Column:	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 – Accounting	988 – West – Accounting

ROLE* (check one). This determines the viewable access permissions the user will be granted in TexLinx:

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 send and/or receive records to or from the State Records Center and also initiate destruction requests and permanent transfers. This person could also attend payment-required (when applicable) records management training classes at the Texas State Library if necessary. Since the RMO and Agency Head have the same level of authorization, each agency may have as many as two RMO's on file.

Records Management Liaison (RML):

The person assigned by the State Agency Head/Local Government Leader or the Records Management Officer (RMO) to act on behalf of the agency's RMO concerning the interests of records management decisions for the agency. This person may also perform storage transactions to send and/or receive records to or from the State Records Center and also initiate destruction requests and permanent transfers. This person may also attend payment-required (when applicable) records management training classes at the Texas State Library if necessary.

Records Center User (RCU):

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 records/containers to and from the State Records Center and may also attend payment-required (when applicable) training classes at the Texas State Library if necessary and if the this person's agency sees a need for him or her to receive training. (We suggest this role for the majority of staff who interact with the State Records Center to create, request, or send items; request imaging work; and request disaster recovery storage and rotations.)

Training Attendee (RMO/RML authorization not required below):

An employee of a state agency or local government who does not fulfill any of the above roles and is only taking payment-required (when applicable) records management training classes from the Texas State Library under the direction of the employee's supervisor.

View Only

Employees assigned to this role will only see items in TexLinx. They will not be able to create, request, or interact with the records they see in TexLinx. They can have items delivered to them or picked up from them, by virtue of being created in TexLinx and being an active user.

Assignee

This is an employee who cannot see or interact with TexLinx. Assignee allows TSLAC to add a user with no permissions. This will allow for delivery and pickup, by virtue of them being an active user.

AUTHORIZATION AND CERTIFICATION by the RMO or RML*

I am the Records Management Officer or Records Management Liaison for the above titled state agency or local government and I authorize the above named person to be assigned user log-in credentials for the Texas State Library's TexLinx system. The above named individual will receive these log-in credentials in an email reply from the Texas State Library and Archives Commission's State Records Center. Please allow up to two business days for the log-in credentials to be generated and e-mailed.

Your Name*:

Your Job Title*:

Your work email address*:

Send completed forms to texlinx@tsl.texas.gov

Send via Interagency Mail to:

**Texas State Library and Archives Commission
State Records Center
Attn: TexLinx
4400 Shoal Creek Blvd
Austin, TX 78756**