**INSTRUCTIONS FOR COMPLETING THE**

**RECORDS TECHNICIAN ACCESS AUTHORIZATION (RM-26) FORM**

Only the state agencies and political subdivisions of this Commonwealth that store records with the Library of Virginia’s (LVA) State Records Center require access to the LVA’s online box management system. This form is submitted only if the agency desires to authorize someone other than a designated records officer to have online access and assist with managing the boxes. Designated records officers do not submit this form, but rather contact their assigned LVA records management analyst to obtain login credentials and guidance on using the system.

Read the bulleted responsibilities listed at the top of the form. With an understanding and acceptance of the records technician’s responsibilities, mail or deliver the completed, type-written form, with original signatures, to the address in the top left corner of the form. Completed forms may be delivered by mail or email, but signatures must be hand-written or signed electronically. Type-written signatures are not acceptable.

1. Type the full name of the state agency, county, city, town, or local/regional authority/entity authorizing the technician. No abbreviations except for Dept. or Div., and no agency code numbers.

If the authorization being made is for the entire agency, then skip to Field 3.

2. If the authorization is being made below the agency level, type the full name of the department or division for which the technician is being designated. NB: Constitutional offices are considered departments of their locality for records management purposes.

2a. If the authorization is being made below the departmental level, type the full name of the sub-department or section.

3. Type just the first and last name of the person being authorized.

4. Type the name of the incoming technician’s job title without abbreviations.

5. Type the full address as it would appear on a mailing envelope.

6. Type the incoming technician’s area code and phone number, including extension, as needed.

7. Type the e-mail address the incoming technician uses for government business purposes.

8. Check the appropriate box to indicate that the status of the incoming technician is a(n):

* Replacement Records Technician – the incoming technician is replacing an existing or previous technician. Type the former tech’s name on the “Replacing:” line.
* New Records Technician – the agency, department, or sub-department for which the authorization is being made does not currently have an authorized records technician.
* Additional Records Technician – the agency, department, or sub-department has an active records technician on file, and the incoming technician will serve as a secondary or backup.

8a. Check the one appropriate box to indicate that the technician is being authorized for:

* The entire state agency, locality, or local/regional authority/entity indicated in Field 1,
* The department or division indicated in Field 2, or
* The sub-department or section indicated in Field 2a.

9. Type the incoming technician’s name (and date, if possible) in the appropriate text blocks.

10. Type the name of the agency head or designee (and date, if possible) in the appropriate text blocks.

Print, scan, or email the form.

The incoming technician and the agency head/designee will sign and date their respective lines. Mail the completed form to the address located in the top left corner of the form or email it to your assigned analyst.