

**LIBRARY OF VIRGINIA**

Archival and Records Management Services Division
 800 E. Broad St., Richmond VA 23219
 (804) 692-3600

CERTIFICATE OF RECORDS DESTRUCTION

(Form RM-3 July 2008 – UVa Modifications Sept 2011)

This form documents the destruction of public records in accordance with the *Virginia Public Records Act*, § 42.1-76 through 42.1-91 of the *Code of Virginia*.

1. Agency University of Virginia		2. Department Name		3. Department Code		4. Organization Code – (5 digits)	
5. Person Completing Form			6. UVa Computing ID		7. Messenger Mail Address		8. Phone
9. Records to Be Destroyed							
a) Schedule and Records Series Number	b) Records Series Title			c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method

DESTRUCTION APPROVALS

NOTE: Public records may not be destroyed without receiving prior approval from your agency or locality Records Officer.

We certify that the records listed above have been retained for the scheduled retention period, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

10. Approving

Official (Print) _____

Signature _____

Date _____

11. Designated Records

Officer (Print) _____

Caroline J. Walters

Signature _____

Date _____

12. Records

Destroyed By (Print) _____

Signature _____

Date _____

THIS RM3 FORM WITH ORIGINAL SIGNATURES MUST BE RETURNED TO THE UVA RECORDS MANAGEMENT OFFICE – PO BOX 400898