Commonwealth of Virginia

Certificate of Records Destruction

(Form RM-3 Nov 99)

THE LIBRARY OF VIRGINIA

Records Management and Imaging Services Division
800 East Broad Street, Richmond, VA 23219-8000
(804) 692-3600

This form documents the destruction of public records in accordance with the *Virginia Public Records Act*, § 42.1-86.1 of the *Code of Virginia*.
INSTRUCTIONS ON BACK.

1) Agency / Locality	**2) Division / Department / Section**	
3) Person Completing Form	**4) Address**	**5) Phone No.**

6) Records to Be Destroyed

a) Schedule and Records Series No.	**b) Records Series Title**	**c) Date Range (mo/yr)**	**d) Location**	**e) Volume**	**f) Method of Destruction**

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.

7. _____ _____ _____
APPROVING OFFICIAL (PRINT NAME) SIGNATURE DATE

8. _____ _____ _____
DESIGNATED RECORDS OFFICER (PRINT NAME) SIGNATURE DATE

9. RECORDS DESTROYED BY: _____ _____
NAME (PRINT OR SIGNATURE) DATE OF DESTRUCTION