
INSTRUCTIONS FOR COMPLETING *CERTIFICATE OF RECORDS DESTRUCTION (RM-3 FORM)*

Before a state agency or locality can destroy its public records:

- A Records Officer for your organization must be designated and listed with the Library of Virginia (complete a *Responsibilities of State Agency and Local Government Records Officers (RM-25 form)*).
- The Records Officer must approve all records destructions documented on this RM-3 form. All elected constitutional officers are automatically records officers.
- A valid *Records Retention and Disposition Schedule* (General or Agency-Specific) must cover the records to be destroyed.
- Minimum time periods must have passed or the records must have been properly converted to another format, i.e., microfilm or digitized storage.
- All investigations, litigation and required audits must be completed.

NOTE: This form may be replicated on a computer or duplicated on a photocopier. The computer copy must look similar to this form, be in the same order, and contain the same information on one page.

Prepare a *Certificate of Records Destruction (RM-3 form)* each time your agency or locality wishes to destroy records.

- For additional information on records destruction, refer to the *Virginia Public Records Management Manual*.
- Signatures must appear on each page that lists records to be destroyed.

- 1) Enter the name of your agency or locality.
- 2) Enter the name of the division, department and/or section.
- 3) Enter the name of the person completing the form (who is responsible for or familiar with the records).
- 4) Enter the address of the person completing the form.
- 5) Enter the telephone number of the person completing the form.
- 6) List records you wish to destroy:
 - a) Enter both the **retention schedule** and **series numbers** that apply to the records to be destroyed, e.g., GS-101 (schedule number), #001036 (records series number). ENTER ONLY ONE SERIES NUMBER PER LINE. (**Note:** Older schedules have records series numbers of only 1-3 digits. Newer schedules have unique six-digit records series numbers.)
 - b) Enter the **exact records series title** (name) of the records as listed on the approved retention schedule. You may add detail to this title, if it is important to identifying the records.
 - c) Enter the **date range of the records** to be destroyed, from oldest records to most recent. Indicate starting month/year and ending month/year (e.g., 7/86 - 6/92).
 - d) Enter the **location** where the records are stored (optional).
 - e) Enter the **total volume** or amount of records to be destroyed. Refer to the *Volume Equivalency Table* (available from the Records Management and Imaging Services Division) to convert boxes or drawers of **paper** or **microform** records to their cubic foot equivalents. If destroying **electronic** records, enter the approximate size of the files by megabyte, type of media containing data, or number of files.
 - f) Enter the method used to destroy the records, i.e., trash, shredding, recycling, landfill, burning, etc.
- 7) Enter the name of the agency or locality official authorizing destruction of the records—print, sign and date.
- 8) Enter the Records Officer's name and signature, along with the date.
- 9) Enter the name of the person who can certify the records were destroyed and the date they were destroyed.

Keep one **COPY** of the approved RM-3 on file pursuant to GS-19 for localities or GS-101 for state agencies. **Send the ORIGINAL to us for permanent retention.** The RM-3 documents that records were destroyed properly and in accordance with the *Virginia Public Records Act*. **Mail forms to:**

**Records Analysis Section
Records Management and Imaging Services Division
The Library of Virginia
800 E. Broad Street, Richmond, Virginia 23219-8000**