

**LIBRARY OF VIRGINIA**

Records Analysis Section
 800 E. Broad St., Richmond VA 23219
 (804) 692-3600

CERTIFICATE OF RECORDS DESTRUCTION

(Form RM-3 January 2013)

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*.

SUBMIT FILLABLE FORM WITH ORIGINAL SIGNATURES

1. Agency / Locality / Regional Entity		2. Division / Department / Section		3. Person Completing Form	
4. Address, City, St, & Zip			5a. Telephone Number & Extension		5b. E-mail Address

6. 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 authorization from the agency or locality Approving Official and Designated 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 (Type)****Signature****Date****8. Designated Records****Officer (Type)****Signature****Date****9. Records Destruction****Affirmed By:****Signature****Date**

(No attachments accepted with the original RM-3)