

**LIBRARY OF VIRGINIA**

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

CERTIFICATE OF RECORDS DESTRUCTION

(Form RM-3 October 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*.

SUBMIT FILLABLE FORM WITH ORIGINAL SIGNATURES

1. Agency / Locality	2. Division / Department / Section	3. Person Completing Form
Library of Virginia	Human Resources	Lane Jones
4. Address, City, St, & Zip	5a. Telephone Number & Extension	5b. E-mail Address
800 E. Broad St. Richmond VA 23219-8000	804-555-1234	lane.jones@lva.virginia.gov

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
GS-103; 012185	Hiring Records	1/2008 - 12/2010	locked file	4.5 cf	Shred
GS-103; 100493	Pay Classification Records	1/2003 - 12/2005	locked file	.5 cf	Shred
220-027; 005433	Records Management Workshop attendance records	1/2003 - 12/2005		.1 cf	Trash
GS-102; 012134	Leave Records – 60 Day Status Report	6/2010 - 12/2010		2.4MB	Electronic shredding

DESTRUCTION APPROVALS

NOTE: Public records may not be destroyed without receiving prior authorization from your 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 (Print)**

Signature

Date

**8. Designated
 Records Officer (Print)**

Signature

Date

**9. Records
 Destroyed By (Print)**

Signature

Date