

**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
Library of Virginia	Human Resources	Erec D. Pfizer
4. Address, City, St, & Zip	5a. Telephone Number & Extension	5b. E-mail Address
800 E. Broad St. Richmond VA 23219-8000	804-555-1234	erec.pfizer@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	1/2009 - 12/2009	locked file	4.5 cf	Shred
GS-103; 100493	Pay Classification Records	1/2007 - 12/2007	locked file	.5 cf	Shred
220-027; 005433	Workshop Attendance Records (Records Management)	1/2009 - 12/2009		.2 cf	Recycle
GS-101; 012017	Correspondence/Subject Files: Department or Division Heads; Other Correspondence	04/2005-12/2009		15 MB	Deleted
GS-101; 012018	Correspondence/Subject Files: Other Officials; Other Correspondence	04/2005 - 12/2010		75.5 MB	Deleted
GS-102; 200113	Payroll Records (Time Sheets)	01/2007 - 12/2007	Lobby Files	2.5 cf	Shred

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)	Name of Person Approving Destruction	Signature	<i>Original Signature of Approving Official</i>	Date 01/15/2013
------------------------	--------------------------------------	------------------	---	------------------------

8. Designated Records

Officer (Type)	Name of Records Officer	Signature	<i>Original Signature of Records Officer</i>	Date 01/14/2013
-----------------------	-------------------------	------------------	--	------------------------

9. Records Destruction

Affirmed By:	Name of Person Affirming Destruction	Signature	<i>Original Signature of Person Affirming Destruction</i>	Date 01/22/2013
---------------------	--------------------------------------	------------------	---	------------------------

(No attachments accepted with the original RM-3)