Commonwealth of Virginia

THE LIBRARY OF VIRGINIA

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

Certificate of Records Destruction

(Form RM-3 Nov 99)

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 LIBRARY OF VIRGINIA	**2) Division / Department / Section** HUMAN RESOURCES
3) Person Completing Form PATRICIA BROWNE	**4) Address** 800 E. BROAD ST., RICHMOND 23219 — **5) Phone No.** 692-5511

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
GS-103, #012185	RECRUITMENT & SELECTION FILES	1/93 - 12/95	2M018	6 c.f.	SHREDDING
GS-103, #012172	PERSONNEL RECORDS	1/90 - 12/94	2M018	1 c.f.	"
GS-101, #100316	EMPLOYEE DIRECTORIES	1/98 - 12/99	2M018	1, c.f.	RECYCLING

SAMPLE

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. C. ANSON MATTHEWS — APPROVING OFFICIAL (PRINT NAME) — C. Anson Matthews — SIGNATURE — 1-14-2000 — DATE

8. ANDRE SIVELS — DESIGNATED RECORDS OFFICER (PRINT NAME) — Andre Sivels — SIGNATURE — 1-14-2000 — DATE

9. RECORDS DESTROYED BY: PATRICIA BROWNE — NAME (PRINT OR SIGNATURE) — 1-23-2000 — DATE OF DESTRUCTION