



REPORTING RECORDS DESTRUCTION

1

YOU ARE REQUIRED TO REPORT DESTRUCTION

The [Virginia Public Records Act \(VPRA\)](#), § 42.1-86.1 prescribes that all records destruction be documented on a [Certificate of Records Destruction \(RM-3 Form\)](#), proved accurate and complete by the agency's designated records officer, and authorized by an agency's approving official.

2

REPORT THE DESTRUCTION OF RECORDS ONLY

Destruction of copies of records should not be reported. For example, if a set of paper records are scanned and stored electronically, you can decide which one of them you want to be the official and which the copy. You may then destroy the copy whenever you wish.

3

THE VOLUME DOESN'T NEED TO BE EXACT

When reporting the quantity of records destroyed be as accurate as possible, but estimate whenever necessary. A [Volume Estimation Table](#) is available for guidance and, always report the volume using either cubic footage (cf) for paper or a byte size for electronic records (MB, GB...)

4

INCOMPLETE FORMS ARE EXPUNGED AFTER 45 DAYS

After 11 days of inactivity, whoever is next in the process will be notified. If nothing is done after 45 days of inactivity, the form will be expunged from the system and will have to be started again. If you are unsure of where your form is in the process or the last date it was active, check the [In-Progress Dashboard](#).

5

AGENCIES NO LONGER NEED THEIR OWN COPY

With the new RM-3, completed forms are stored in a [searchable database](#) for agencies and the public to view. For any destruction reported on the new form, agencies no longer need to keep their own copy of the RM-3.