



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

# CERTIFICATE OF RECORDS DESTRUCTION

(Form RM-3 May 22, 2020)

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*.

[SEE FORM INSTRUCTIONS](#)

PLEASE SAVE FORM IN THE FORMAT "YourAgencyName RM3 YYYY-MM-DD" and

SUBMIT FILLABLE FORM TO [records.destruction@lva.virginia.gov](mailto:records.destruction@lva.virginia.gov) WITH THE SUBJECT LINE "Your Agency Name RM-3 Form Submission"

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

6. Records to Be Destroyed					
a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (MM/YYYY – MM/YYYY)	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. My typed name represents my authorized signature.

<b>7. Approving Official (Type)</b>	<b>Title</b>	<b>Date</b>
<b>8. Designated Records Officer (Type)</b>	<b>Title</b>	<b>Date</b>
<b>9. Records Destruction Affirmed By:</b>	<b>Title</b>	<b>Date</b>

(No attachments accepted with the original RM-3)