



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

CERTIFICATE OF RECORDS DESTRUCTION

(Form RM-3 May 2007)

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*.
INSTRUCTIONS ON BACK.

1. Agency / Locality		2. Division / Department / Section			
3. Person Completing Form		4. Address		5. Telephone Number & Extension	
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

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. Approving Official (Print) _____ **Signature** _____ **Date** _____

8. Designated Records Officer (Print) _____ **Signature** _____ **Date** _____

9. Records Destroyed By (Print) _____ **Signature** _____ **Date** _____