

## Instructions for Completing a Certificate of Records Destruction (RM3)

### Agency 207 (UVA Academic Areas)

1. Download an editable Word document version of the Certificate of Records Destruction (RM3).
2. Enter information about the person filling out the form in fields 1-8.
  - Department Code can be found under this person's listing in LDAP
  - Organization Code is the 5-digit "O" number in the PTAO associated with the department
3. Enter information about the records in fields 9a-9f.
  - Field 9a - Enter Schedule Number and Series Number
  - Field 9b - Use your office's title for the records and/or the official records series title
  - Field 9c - Date range of the records from earliest to latest
  - Field 9d - Location of the records (building and room number)
  - Field 9e - Quantity of records (preferably measured in boxes or cubic footage for paper; electronic records should be measured in megabytes, gigabytes, etc.)
  - Field 9f - How you plan to destroy the records (UVA Recycling, shredding, secure deletion)
4. Enter the name of the approving official on Line 10 (*do not print/sign the form yet!*). Whenever possible, the person filling out the form and the approving official should not be the same person.
5. **Submit the RM3 in Word document format to [records@virginia.edu](mailto:records@virginia.edu) to request approval.** You will receive a response within two working days with further instructions. Do not obtain signatures until the Records Management Office has approved the RM3. Printouts, scans, photocopies, and faxes will not be accepted in most circumstances.
6. **Once you receive approval from the University Records Officer to destroy the records, proceed with destruction.** Print the form and have the person handling destruction sign on Line 12 once destruction is complete. If using UVA Recycling, have them sign Line 12 when they pick up the records.
7. **After destruction, you must send the printed form, with original signatures, to the Records Management Office (P.O. Box 400898).** Upon receipt, the University Records Officer signs Line 11. The Records Management Office then emails you a scan of the final RM3 form for your records, and submits the form itself to the Library of Virginia in accordance with the Virginia Public Records Act.

Note: The University Records Management Office is the official record keeper for all Certificate of Records Destruction (RM3) forms. All copies in departments and offices are reference/convenience copies and can be destroyed without approval and at will.

### Agency 209 (UVA Medical Center)

Please contact the Records Manager (434-243-6007) in the Medical Center's Office of Risk Management for assistance with destruction of records.