FROM CHAOS TO CONTROL

WHERE TO START?

 ✓ SCHEDULE A TRIAGE CALL
  RECORDS@VIRGINIA.EDU
 ✓ RECEIVE ADVICE AND ASSISTANCE WITH YOUR CLEAN-OUT

HOW DOES IT WORK?

IDENTIFY YOUR RECORDS
• WHAT DO YOU HAVE?
• WHAT ARE THE DATE RANGES?
• ARE YOU THE OFFICIAL RECORD KEEPER?
• SEARCH THE RETENTION SCHEDULE DATABASE

RM3 FORM & DESTRUCTION
• IF RETENTION HAS BEEN MET, SUBMIT THE CERTIFICATE OF RECORDS DESTRUCTION (RM3 FORM) FOR APPROVAL
• DESTROY ELIGIBLE RECORDS USING THE CORRECT DISPOSAL METHOD

STORE & TRACK THE RECORDS
• PROPERLY BOX BY DESTRUCTION YEAR THE RECORDS YOU MUST KEEP
• ENSURE STORAGE SPACE MEETS THE PHYSICAL RECORDS STORAGE STANDARDS
• TRACK LOCATION AND RETENTION BY USING URMA

TOO MUCH TO STORE ON-SITE?
• SELECT AN OFF-SITE STORAGE VENDOR
• SHIP RECORDS OFF AND FORGET ABOUT THEM!
• NEED THEM BACK? BOX RETURN AND SCAN-ON-DEMAND ARE AVAILABLE