The Records & Information Management Office can help you prepare and transfer your personnel records to central Human Resources.

**PREPARE YOUR RECORDS**
- Organize records by year of employee termination, not alphabetical order
- Box records so that:
  - The range of termination dates in one box doesn't exceed five years
  - Current employees are separated out

**CREATE AN INVENTORY**
In an Excel spreadsheet, create a box list of employees by last name, first name, and year terminated.

**DESTROY ELIGIBLE RECORDS**
- Complete and submit a Certificate of Records Destruction (RM3) for:
  - Employees who terminated during or before 1973
  - Search and hiring records closed more than three years

**CONTACT RIM - WE'LL TAKE CARE OF THE REST!**

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