

MANAGING FACULTY RECORDS

FAQS

Q. Who owns research records?

A. The University.
See [RES-002: Laboratory Notebook and Recordkeeping](#)

Q. Does FOIA apply to research?

A. Yes, but exemptions exist. [Learn more about FOIA at UVA.](#)

Q. Is approval to destroy records required?

A. Yes, submission of the [Certificate of Records Destruction \(RM3 Form\)](#) is required.

SUBMITTING THE RM3 FORM

1. Locate the form on the [RIM Office website](#).
2. Complete fields 2-10. Signatures are no longer required.
3. Email the form in Word format to records@virginia.edu.
4. The RIM Office will respond with approval and/or instructions.
5. Once approved, destroy the records and complete Line 12.
8. Send the form back in Word format to records@virginia.edu.

RM3 Form, instructions, and video available at: <https://recordsmanagement.virginia.edu/records-destruction-rm3>

COMMON RECORDS & RETENTION LENGTHS

Class Rolls & Grade Sheets	➤	3 years after reporting
Course Evaluations-Non-Tenure Track	➤	1 year after end of course
Course Evaluations-Tenure Track	➤	5 years after end of course
Financial Records-Research/Grant	➤	5 fiscal years after close of study
Financial Records-State/Local/Gift	➤	3 years after end of fiscal year
Student Work & Exams	➤	1 year after end of course
Course Syllabi	➤	When obsolete
Unfunded Proposals	➤	1 year after denial
Research Records	➤	See Classification Chart

LIBRARY OF VIRGINIA
Archival and Records Management Services Division
500 E. Broad St., Richmond VA 23219
(804) 952-2600

CERTIFICATE OF RECORDS DESTRUCTION
(Form RM-3 July 2008 - UVA Modifications May 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.

1. Agency University of Virginia	2. Department Name	3. Department Code	4. Organization Code - (5 digit)		
5. Person Completing Form	6. UVA Computing ID	7. Messenger Mail Address	8. Phone		
9. Records to Be Destroyed					
a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (month)	d) Location	e) Volume	f) Destruction Method
Destruction Approvals NOTE: Public records may not be destroyed without receiving prior approval from your agency or locally 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.					
10. Approving Official (Type)	Title	Date			
11. Designated Records Officer (Type)	Caroline J. Walters	Title	University Records Officer	Date	
12. Records Destroyed By (Type)	Title	Date			

EMAIL COMPLETED RM3 FORM TO THE RECORDS & INFORMATION MANAGEMENT OFFICE AT records@virginia.edu. RIM#

