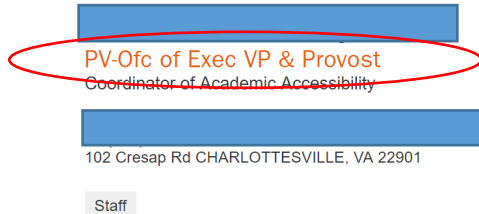**Instructions for Completing a Certificate of Records Destruction (RM3)**

Agency 207 (UVa Academic Areas)

1. **Download an editable Word document version of the Certificate of Records Destruction (RM3)** from the Records & Information Management (RIM) website.

2. **Type information about the person filling out the form in fields 2-8.**
   - Department Code can be found under this person's listing in UVA People Search.

   PV-Ofc of Exec VP & Provost
   Coordinator of Academic Accessibility

   102 Cresap Rd CHARLOTTESVILLE, VA 22901

   Staff

   - Organization Code/Cost Center
     - Organization is the 5-digit "O" number in the PTAO associated with the department.
     - Cost Center is the new designation in Workday.
     - Use of either the Organization or Cost Center in this field is acceptable. Full transition to Cost Centers will occur in Fall 2022.

3. **Type information about the records in fields 9a-9f**, including:
   - Field 9a - Schedule Number <u>and</u> Series Number as found in the retention schedule database
   - Field 9b - 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, including month and year
   - 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. **Type the name and title of the approving official on Line 10**. 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 to request approval to destroy.** Copy the approving official on your email as evidence of their signature. You will receive a response within two working days with further instructions.

6. **Once you receive approval from RIM to destroy the records, proceed with destruction.** Once destruction is complete, type the name and title of the individual handling destruction on Line 12.

7. **After destruction, email the completed form to records@virginia.edu.** RIM staff will submit the form to the Library of Virginia in accordance with the Virginia Public Records Act.

   Note: The University Records & Information Management Office is the official record keeper for all 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.