

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

**Line 6** - Enter the name and computing ID of the person completing the form.

**Line 8** - Enter the Department Name or Department Code and the associated Cost Center.

**Line 10** - Enter the name and computing ID of the Approving Official.

- Whenever possible, the person filling out the form and the Approving Official should not be the same person.
- The Approving Official is typically a supervisor or manager who can affirm that the records are eligible to be destroyed.

**Lines 14-28** - Enter one series of records per line. Use the [Retention Schedule Database](#) to look up the series information, if necessary.

**Schedule Number:** select the three-digit schedule number from the drop-down list.

**Series Title:** enter the series title as found in the retention schedule database.

**Series Number:** select the six-digit schedule number from the drop-down list. Email records@virginia.edu if you cannot locate the correct series number.

**Start Date:** enter the earliest date of the records. The date will auto-format.

**End Date:** enter the latest date of the records. The date will auto-format.

**Volume:** enter the quantity of records, preferably measured in boxes or cubic footage for paper; electronic records should be measured in megabytes, gigabytes, etc.

**Destruction Method:** select the method of destruction from the list.

**Final Step** - Check the box at the top/right of the form. This affirms that the records have met their stated retention.

### What happens next:

1. Email this form in Excel format to the RIM office at records@virginia.edu. Copy the Approving Official on your email as evidence of their approval.
2. RIM will respond with approval or instructions to edit. If approved, RIM will add the approval date and a tracking number to the bottom of the form.
3. Proceed with destruction only after approval has been received from RIM.
4. Once destruction is complete, add the date to the **Record Destruction Date** field (H30).
5. Email the completed form back to records@virginia.edu.