

# FROM CHAOS TO CONTROL



## WHERE TO START?



✓ SCHEDULE A SITE VISIT

[RECORDS@VIRGINIA.EDU](mailto: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

