

MANAGING FACULTY RECORDS

FAQS

Q. Who owns research records?

A. The University. See <https://uvapolicy.virginia.edu/policy/RES-002>

Q. Does FOIA apply to research?

A. Yes, but exemptions exist. See <http://communications.virginia.edu/foia/exemptions>

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 Records Management Office website.
2. Complete fields 2-9F. No signatures are required at this point.
3. Email the form in Word format to records@virginia.edu.
4. The Records Management Office will respond with approval.
5. Obtain signature and date for Line 10.
6. Destroy the records and obtain signature and date for Line 12.
8. Send the signed form via messenger mail to Box 400898.

RM3 Form, instructions, and video available at: <http://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 Funds	3 years after end of fiscal year
Research Data & Notes	5 years after close of study
Student Work & Exams	1 year after end of course
Syllabi	When obsolete
Unfunded Proposals	1 year after denial

LIBRARY OF VIRGINIA
 Archival and Records Management Services Division
 503 E. Broad St., Richmond VA 23219
 (804) 652-3600

CERTIFICATE OF RECORDS DESTRUCTION
 (Form RM3 July 2008 - UVA Modifications Sept 2011)

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 - (8 digits)
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 (moyr)	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 (Print)	Signature	Date
11. Designated Records Officer (Print)	Signature	Date
12. Records Destroyed By (Print)	Signature	Date

THIS RM3 FORM WITH ORIGINAL SIGNATURES MUST BE RETURNED TO THE UVA RECORDS MANAGEMENT OFFICE - PO BOX 400898

