

## Records Destruction Process/Procedure

Please adhere to the following process when destroying or deleting City business records:

1. Obtain a blank [Certificate of Records Destruction \(RM-3\) form](#) from the Library of Virginia's website;
2. Complete the form in accordance using the [sample](#) provided if necessary;
3. The individual staff member completing the form or their department director must sign on line 7;
4. The original form must then be forwarded to the Records Manager. The form will be reviewed and if approved, the Records Manager will sign on line 8;
5. The original form is returned to the department to conduct records destruction. Once records destruction is complete, the individual staff member who performed the destruction must sign on line 9;
6. Return the ***original completed*** form to the Records Manager.
7. The Records Manager is required to maintain a copy of the completed form for 3 years and will forward the original paper document to the LVA.

If you have any questions about the records destruction process or completion of the RM-3 form, please contact the Records Manager at [Jonathan.Tillman@hampton.gov](mailto:Jonathan.Tillman@hampton.gov).