

Commonwealth of Virginia

Certificate of Records Destruction

(Form RM-3 Mar 2007)



Archival and Records Management Services Division
800 East Broad Street, Richmond, VA 23219-8000
(804) 692-3600

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*.
INSTRUCTIONS ON BACK.

1) Agency / Locality County of Albemarle		2) Division / Department / Section Finance Administration			
3) Person Completing Form Tammy Critzer, Management Analyst		4) Address 401 McIntire Rd. Ch'ville, VA 22902		5) Phone No. (434) 296-5855	
6) Records to Be Destroyed					
a) Schedule and Records Series No.	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Method of Destruction
GS-28 100986	Personal Property Tax Records: Corrected /	2000 to 2002	off-site	2 boxes	shredding
GS-28 100988	Personal Property Tax Records: Paid Tax R	1999 to 2000	off-site	2 boxes	shredding
GS-28 100988	Personal Property Tax Records: Paid Tax R	1999 to 2001	off-site	13 boxes	shredding
GS-28 100990	Personal Property Tax Records: Unpaid Tax	1996 to 2002	off-site	1 box	shredding
GS-28 100996	Real Estate Tax Records: Paid Tax Records	1992 to 2000	off-site	20 boxes	shredding

DESTRUCTION APPROVALS

NOTE: Public records may not be destroyed without receiving prior approval from your agency or locality 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.

7. Richard M. Wiggins, Director of Finance

APPROVING OFFICIAL (PRINT NAME)

SIGNATURE

DATE

8. Ella W. Carey, Clerk, Board of Supervisors

DESIGNATED RECORDS OFFICER (PRINT NAME)

SIGNATURE

DATE

9. RECORDS DESTROYED BY:

NAME (PRINT OR SIGNATURE)

DATE OF DESTRUCTION