

# 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 100988	Personal Property Tax Records: Paid Tax R	07/03 to 06/04	off-site	15 boxes	shredding
GS-28 100988	Personal Property Tax Records: Paid Tax R	07/03 to 06/04	off-site	26 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] SIGNATURE 5/6/09 DATE

8. Ella W. Jordan, Clerk, Board of Supervisors  
DESIGNATED RECORDS OFFICER (PRINT NAME) [Signature] SIGNATURE 5/2/09 DATE

9. RECORDS DESTROYED BY: \_\_\_\_\_ NAME (PRINT OR SIGNATURE) \_\_\_\_\_ DATE OF DESTRUCTION