



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

# CERTIFICATE OF RECORDS DESTRUCTION

(Form RM-3 May 2007)

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**

<b>1. Agency / Locality</b> College of William and Mary		<b>2. Division / Department / Section</b> Department of Philology			
<b>3. Person Completing Form</b> William Burg		<b>4. Address</b> PO Box 9999, College Building, Williamsburg, VA 23187			<b>5. Telephone Number &amp; Extension</b> 757-221-1234
<b>6. Records to Be Destroyed</b>					
a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
GS 111, 101069	Class Rolls and Grade Sheets	1/1999-5/2004	101 CB	5 cubic ft.	Shredding/pulping
GS 111, 101078	Grade Appeals	1/2005-5/2006	101 CB	1 cubic ft.	Shredding/pulping
GS 111, 101080	Student Employee Personnel Records	1/1989-5/2002	101 CB	4 cubic ft.	Shredding/pulping
GS 103, 012185	Recruitment, Hiring, Interview, and Selection Records	1/1994-6/2004	101 CB	12 cubic ft.	Shredding/pulping
GS 101, 012029	Freedom of Information Act requests	6/1998-6/2004	101 CB	2 cubic ft.	Recycle

**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. Approving**

**Official (Print)** Mary College

**Signature** *Mary College*

**Date** 6/30/07

**8. Designated Records**

**Officer (Print)** Amy Schindler

**Signature** *Amy C. Schindler*

**Date** 7/02/07

**9. Records**

**Destroyed By (Print)** William Burg

**Signature** *William Burg*

**Date** 7/11/07