**Instruction for Completing the Library of Virginia’s**

**ElectronicCertificate of Records Destruction (eRM-3 Form)**

**Form Creator Steps**

**To initiate the authorization of records destruction, the Form Creator (FC-you) will:**

1. Open the online [**Certificate of Records Destruction**](https://www.lva.virginia.gov/agencies/records/rm3/) (eRM-3 form)
2. Under Organization Information:
3. Click the STATE AGENCY OR LOCALITY dropdown arrow and select

**State Agency**

1. Click the AGENCY NAME dropdown arrow and select

**James Madison University**

1. Click the DIVISION/DEPARTMENT dropdown arrow and select

**Other**

1. See “OTHER” DEPARTMENT NAME field

**Enter your department’s name**

1. Click the DESIGNATED RECORDS OFFICER dropdown arrow and select

**Leigh Ann Bowles-Riggleman.**

1. Under Approving Official (AO) fill in the three blank fields:

The AO is a person in your department who should know whether there is a hold (litigation, audit, Freedom of Information Act (FOIA) request, investigation, etc.) in place, or be reasonably aware of one forthcoming, that would require the continued retention of these records. That person’s approval will affirm that no holds are in place or reasonably anticipated.)

**APPROVING OFFICIAL’S NAME**

**APPROVING OFFICIAL’S E-MAIL** (Note: An incorrect e-mail address will irrevocably prevent the form from getting to the approving official.)

**APPROVING OFFICIAL’S TITLE**

1. Under Organization Address fill in the four blank fields:

ADDRESS: **800 South Main Street**

CITY: **Harrisonburg**

STATE: **VA** (This will automatically populate if JMU was selected)

ZIP: **22807**

1. Open a new tab for Records Retention and Disposition Schedules for State Agencies: [**https://www.lva.virginia.gov/agencies/records/sched\_state/index.htm**](https://www.lva.virginia.gov/agencies/records/sched_state/index.htm)

This is where you will locate what best matches the types of documents you wish to destroy, the method for doing so, as well as the appropriate timetable.

1. Under Records to be Destroyed:
2. Click the Blue Box **Add New Record**
3. Select the Schedule and Series for the records subject to destruction (The optional Series Notes field may be used to indicate an internal title used for these records.)
4. Indicate the records’ Begin and End dates. Approximate, if needed. Dates must be entered in the YYYY-MM-DD format.
5. Select the Volume Unit (For paper or other analog records, choose Cubic Feet. For electronic records, choose an appropriate byte unit.)
6. Type the number that represents the “Volume Amount” of records that will be destroyed, going out no further than two decimal points. See LVS’s

 [**Volume Equivalency Table**](https://www.lva.virginia.gov/forms/Volume-Equivalency-Table.pdf)**.**

1. Choose the appropriate Destruction Method
* Options for analog records that require confidential destruction –

Burned, Pulped, Shredded, Media Destruction.

* For series allowing non-confidential destruction, the same options are available, plus Recycled and Trashed.
* For electronic records that require confidential destruction, the options are Overwritten, Degaussed for magnetic media, and Physically Destroyed (destruction of the drive, disc, or other storage media containing the records).
1. Optional Location: type brief indication of where the records have been stored.
2. Click the **Add New Record** button, if needed, to include up to 15 series per form. The Form Creator (you) may remove a record entry prior to submitting the form.
3. Destruction of records in the same series should be entered into a form only once, unless there is a gap in the date ranges or both analog and electronic destruction is being reported for the same series.
4. Under Form Creator, fill in the four blank fields:

**FORM CREATOR’S NAME**

**FORM CREATOR’S E-MAIL**

**TELEPHONE NUMBER**

**FORM CREATOR’S TITLE**

1. Click the blue **Submit Completed Form** button at the bottom of the form.
2. A web page will thank you for submitting the certificate and ask you to check your inbox for a verification e-mail in order to proceed. Close the browser/tab.
3. Open the verification e-mail that arrives in your inbox.
4. Click the **Confirm Email** button. This ensures that the Form Creator actually has access to this e-mail address (a security measure).
5. Receive a message in a new browser window that the form has been sent to the Approving Official which you designated in Step 3 above.

***You may want to guide your Approving Official through these next steps. They may not be as familiar with the Records Destruction process as you are.*** The LVA [**eRM-3 Training**](https://www.youtube.com/watch?v=TdVsdUBwcEI&list=PLMBxwRsuTIgj9SQSwMghcIvO1szpy2rpD&index=2): **Approving Official Walkthrough**may be a helpful to share with them. It takes approximately 2 minutes to view.

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| **Approving Official Steps**  |
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| **For the Approving Official (AO) to affirm records for/withhold records from destruction:**  |
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| 1. The Form Creator (FC) entered your contact information as the Approving Official.
 |
|  You may now:  |
| 1. Receive an email containing the subject **Approving Review** required for eRM-3 #FormNum from FC’s name.
 |
| 1. Open the e-mail to confirm the FC’s name and e-mail address. (If they are not recognized, close the e-mail. Delete it, and do nothing more. If they are recognized, click the **Begin Approving** button to open a web form.)
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|  |
| 1. Review all entries created by the FC for accuracy and any holds.
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|  |
| 1. If the form appears accurate and there are no current, pending, or reasonably anticipated holds (audits, subpoenas, FOIA requests, investigations or any other reason to delay destruction) on these records, then under Affirmation:
 |
| 1. Click the **check box that affirms that there is no reason to withhold the records from destruction.**
 |
| 1. Click the **Approve Certificate** button.
 |
| 1. Close the browser window containing the message that the form has been sent to the Records Officer for approval.
 |
| 1. Delete the FC e-mail.
 |
| 1. The process continues at Step 14…unless….
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| **The Approving Official (AO) determines that the form contains inaccuracies or record series for which a hold is in place or anticipated:**  |
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| 1. The AO must:
 |
| 1. Click the **flag** next to any or all respective, **inaccurate field(s).**
 |
| 1. Enter a brief reason for Flagging in the appearing text box(es).
 |
| 1. Click the **Return for Revision** button that now appears at the bottom of the form.
 |
| 1. Close the browser window indicating the form has been sent to the creator for editing.
 |
| 1. Delete the FC e-mail.
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| ***Approving Official’s steps end here.*** |
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| 1. If edits are required, the Form Creator will:
2. Receive the e-mail containing the subject Edits Required for eRM-3 #FormNum.
3. Open the message and click the **Begin Editing** button.
4. Scroll through the form to find and correct all flagged fields.

 If the flag appears next to all of the series under Records to be Destroyed,  with the text indicating that all series are subject to a hold, then the FC will:1. Close the browser window and delete the AO e-mail.
2. Unless the hold is lifted prior to receiving it, delete the e-mail that will arrive in 11 days with a reminder to complete the editing process. If the hold has been lifted, the process may resume.
3. If the hold is not lifted within the 11 days, delete the e-mail that will arrive in 45 days with notice that the stalled process has been terminated.

If the form can be corrected, the FC will:1. Complete the corrections.
2. Click the **Submit Completed Form** button at the bottom of the form.
3. Close the browser window that indicates the edits have been sent to the AO.
4. Delete the AO’s Edits Required e-mail.
5. The process returns to Step 9.
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| **Records Officer Content**1. After the Approving Official has affirmed that there are no holds, the

Records Officer (RO) will:1. Receive an e-mail, subject **Officer Review Required** for eRM-3 #FormNum from FCname.
2. Open the e-mail and confirm the FC and AO names and e-mail addresses are accurate.
3. Click the **Begin Approving** link to review the form for completeness and accuracy.
4. If no incompleteness or inaccuracies are found:
5. Enter any optional notes in the Records Officer Notes free-form field.
6. Under Final Destruction Authorization Recipient, click the radio button to **designate the FC will affirm the records destruction**. This should be the person with the specific knowledge of when the records were destroyed.
7. Under Affirmation, if the statements can be affirmed, click the **check box**.
8. Click **Approve Certificate**.
9. Close the browser window indicating the final e-mail has been sent to confirm the records have been destroyed and delete the AO e-mail.
10. The process moves to Step 18.
11. If any incompleteness or inaccuracies are found:
12. Click the **flag next to the errant field(s)** and enter a brief Reason for Flagging.
13. Click the **Return for Revision** button at the bottom of the form.
14. Close the browser window indicating the form has been sent to the creator for editing.
15. Delete the AO e-mail.
16. The process returns to step 13, omitting sub-step c).
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1. The FC affirming destruction will:
2. Receive the e-mail **Records Destruction Affirmation** for eRM-3 #FormNum.
3. If needed, open the e-mail and click **View Records** to review the records authorized for destruction.
4. Close and hold the e-mail until the records have been destroyed.
5. Shortly following destruction, open the e-mail and click **View Records**.
6. At the bottom, under Affirmation, click the **check box** and then **Affirm Destruction**.
7. Close the browser window confirming destruction and delete the affirmation e-mail.
8. Following the affirmation of destruction, the Form Creator (FC) and the Records Officer (RO) will receive an e-mail with the subject, **Records Destruction Form #FormNum has been completed**.
9. Open the e-mail and click on the **View Completed Form** button.
10. A browser window will open, displaying the completed form and a Print Form button at the top.
11. **The completed form may be reviewed and printed to paper or pdf, or not at all. The agency will no longer have to keep a copy. All forms completed via this process will be available on the web.**
12. Close the browser form and delete the Destruction Form e-mail.

**All Done!**

Questions may be directed to Leigh Ann Bowles, University Records Officer, 540-568-8050, recordsofficer@jmu.edu.