

Destruction of Records

Every City department should be referring to the retention schedules provided by the [Library of Virginia](#).

Records retention includes the routine destruction of records that have reached the end of their life cycle. It is important to destroy records as mandated by the LVA to reduce the legal liability of the City and to preserve confidential information protected by local, state and federal laws.

Reporting on records destruction is required regardless of the format of the records (paper or electronic). Please review your retention schedule carefully as reporting requirements are clearly stated for each records series.

Obtain a [Certificate of Records Destruction Form \(RM-3\)](#), and select the Blank RM-3 Form Word.

Please follow the [City's process](#) during the records destruction process to ensure that the appropriate approvals are in place and that records are not destroyed or deleted before the retention period has been fulfilled.

For the destruction of confidential information, we recommend that you use a document shredder. Be certain that documents you create and work with that obtain personally identifying information such as social security numbers, bank account numbers, or other financial information are shredded before they are discarded. This material is subsequently handled as recyclable material and is reused. Department shredders are located in several departments and should be utilized as the preferred method for destruction of sensitive and confidential City business records once a record has satisfied its retention period. The information we all work with belongs to the public and it is incumbent upon us to protect it as best we can.

Destroying Electronic Records

Destroying electronic records is just like destroying physical records. The content of the record determines its document type and retention - the same retention periods apply to these City business records, and the same type of records destruction reporting applies to electronic records.

If you have any questions regarding the destruction of City records and required reporting of that destruction activity, please don't hesitate to contact the Records Manager.

Steam Plant Document Destruction Services

City business records may also be destroyed at the Steam Plant Facility if burning is an acceptable option for your record series/type. This service is available on Wednesdays only from 8:00 a.m. to 12:00 p.m., and arrangements should be made the Monday prior to Wednesday disposal. Contact the Steam Plant Administrator at (757) 865-1914, to complete a Document Destruction Services form. You will need to know the approximate number of boxes or truckloads of the materials/documents being disposed of and approximately what time you will be arriving at the Steam Plant; deliverers are responsible for dumping their own material.

The Hampton/NASA Steam Plant facilitates document destruction services for City Departments. The [Steam Plant Disposal Letter](#) is provided for your information and explains times that this service may be conducted, and Department responsibilities for document destruction.

The [Steam Plant Document Destruction Services Form](#) must be on file at the Steam Plant at the time of destruction.

Any City staff desiring to destroy personal items must contact the Steam Plant directly at (757) 865-1914.