DEQ Records Management

Destruction Authorization *To be completed before records are destroyed*

Prog Box # if relevant	Schedule/Series # from current retention schedule	Contents including time frame	Series Title from current retention schedule	Volume of records	Retention from current schedule	Record Officer Approval	Shredding Required
	State: 166-300-0040(9)	Inactive Personnel Training Records for LEAD Employees 2001 thru 2015	Personnel Records	44 files (inactive employees)	3 Years		☑
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Peggy Ivy — DEQ-LEAD / RATS — 10/1/2019

Name of staff requesting destruction — **Program/Division** — Date

Aaron Borisenko — Acting DA for DEQ-LEAD — 10/1/2019

Program Manager authorization signature — Date

Records Officer authorization signature — Date

Records Coordinator signature — Destruction Date

I certify that the above-referenced records were destroyed in accordance with ORS 192.105.

Duplicate copies should be destroyed before the official copy but must be destroyed when the official copy is destroyed.

This signed document is the official record and will be retained permanently by the Records Officer