

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
	2008 - 2009 (147)	Clackamas VIR (9/18/16 - 9/30/16)	Vehicle Inspection Reports	2 Boxes	3 yrs		
	2008 - 2009 (147)	Gresham VIR (9/1/16 - 9/30/16)	Vehicle Inspection Reports	2 Boxes	3 yrs		
	2008 - 2009 (147)	Medford VIR (9/1/16 - 9/30/16)	Vehicle Inspection Reports	1 Box	3 yrs		
	2008 - 2009 (147)	Northeast VIR (9/1/16 - 9/30/16)	Vehicle Inspection Reports	1 Box	3 yrs		
	2008 - 2009 (147)	Scappoose VIR (8/5/16 - 8/27/16)	Vehicle Inspection Reports	1 Box	3 yrs		
	2008 - 2009 (147)	Sherwood VIR (9/1/16 - 9/30/16)	Vehicle Inspection Reports	1 Box	3 yrs		
	2008 - 2009 (147)	Sunset VIR (9/6/19 - 9/30/16)	Vehicle Inspection Reports	2 Boxes	3 yrs		
	2008 - 2009 (147)	Tech Center VIR (September 2016)	Vehicle Inspection Reports	1 Box	3 yrs		

Name of staff requesting destruction

Program/Division

Date

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