

ROSS Linda * DEQ

From: KENNY Jennifer
Sent: Friday, December 27, 2019 9:41 AM
To: BARLOW Lynn
Cc: YELLESETTY Leela
Subject: RecDestructAuth.xlsx
Attachments: RecDestructAuth.xlsx

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Good Morning,

The files listed in the attached Records Destruction Authorization request form have exceeded their retention period and must be destroyed.

I am seeking approval first from CPA program manager Lynn Barlow, then from Records Coordinator Leela Yellesetty. Once files are destroyed I will note the destruction date in the attached document.

Lynn, an email approval from you is needed for this. No need to sign any forms.

Thank you,
Jennifer

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