

ROSS Linda * DEQ

From: YELLESETTY Leela
Sent: Monday, December 30, 2019 9:46 AM
To: KENNY Jennifer
Subject: RE: RecDestructAuth.xlsx

Approved. Thanks!

From: KENNY Jennifer
Sent: Monday, December 30, 2019 8:38 AM
To: YELLESETTY Leela
Subject: FW: RecDestructAuth.xlsx

See below from my manager.

Thanks,
Jennifer

From: BARLOW Lynn <Barlow.Lynn@deq.state.or.us>
Sent: Monday, December 30, 2019 8:35 AM
To: KENNY Jennifer <Kenny.Jennifer@deq.state.or.us>
Subject: RE: RecDestructAuth.xlsx

I approve destruction of these records.

That's a lot of data! Thanks for cleaning this up and getting us into compliance with Records Mgmt policy. Did Madeleine help with this?

Lynn Barlow (she/her/hers)
Water Quality Program Manager
Clean Water SRF | Compliance Policy and Data Management
Oregon Department of Environmental Quality
Barlow.Lynn@deq.state.or.us
Desk: 503-229-6896
Cell: 503-951-9931

From: KENNY Jennifer <Kenny.Jennifer@deq.state.or.us>
Sent: Monday, December 30, 2019 6:43 AM
To: BARLOW Lynn <Barlow.Lynn@deq.state.or.us>
Subject: RE: RecDestructAuth.xlsx

Good Morning,

I apologize for not being clear. Yes, all of these loans were repaid over the past several years. I didn't include them in the request for simplicity but you can see the repayment dates in the Records [Management doc under File Management](#), which is on SharePoint.

Thanks,
Jennifer

From: BARLOW Lynn <Barlow.Lynn@deq.state.or.us>
Sent: Friday, December 27, 2019 4:39 PM
To: KENNY Jennifer <Kenny.Jennifer@deq.state.or.us>
Subject: FW: RecDestructAuth.xlsx

Hi Jennifer,

I understand the concept, but the table doesn't show any repayment dates, so I don't have any information to go from...
Are all these loans repaid prior to 2016? Or?

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From: KENNY Jennifer <Kenny.Jennifer@deq.state.or.us>
Sent: Friday, December 27, 2019 9:41 AM
To: BARLOW Lynn <Barlow.Lynn@deq.state.or.us>
Cc: YELLESETTY Leela <YELLESETTY.Leela@deq.state.or.us>
Subject: RecDestructAuth.xlsx

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

Jennifer Kenny, Program Analyst
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