

ROSS Linda * DEQ

From: STROHECKER Kate
Sent: Monday, December 30, 2019 10:32 AM
To: ODONNELL Kieran; YELLESETTY Leela
Subject: RE: New destruction process

Records destroyed on 12/27/2019

Kate Strohecker | Case Coordinator
Department of Environmental Quality
Office of Compliance and Enforcement
700 NE Multnomah Street, Suite 600
Portland, OR 97232
Desk: 503-229-5340
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strohecker.kate@deq.state.or.us



From: ODONNELL Kieran
Sent: Monday, December 30, 2019 10:22 AM
To: YELLESETTY Leela ; STROHECKER Kate
Subject: RE: New destruction process

Hi All,

Sorry this through the cracks (again). I approve.

Thanks,
Kieran

From: YELLESETTY Leela <YELLESETTY.Leela@deq.state.or.us>
Sent: Wednesday, November 13, 2019 11:19 AM
To: STROHECKER Kate <Strohecker.Kate@deq.state.or.us>
Cc: ODONNELL Kieran <ODONNELL.Kieran@deq.state.or.us>
Subject: RE: New destruction process

Hi Kate,

So sorry this slipped through the cracks! I approve, and once Kieran emails with his approval you can proceed with the destruction. Just let me know when it's complete and I'll add to my records.

Thanks,

Leela

From: STROHECKER Kate <Strohecker.Kate@deq.state.or.us>
Sent: Monday, September 23, 2019 11:12 AM
To: YELLESETTY Leela <YELLESETTY.Leela@deq.state.or.us>
Cc: O'DONNELL Kieran <ODONNELL.Kieran@deq.state.or.us>
Subject: RE: New destruction process

Hi Leela and Kieran,

There is an electronic procedure in place now for record destruction. Attached spreadsheet shows detailed lists of files scheduled for destruction on two worksheets

2019-Box 1

2019-Box 2

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From: YELLESETTY Leela
Sent: Monday, September 23, 2019 10:41 AM
To: STROHECKER Kate <Strohecker.Kate@deq.state.or.us>
Subject: New destruction process

Hopefully this will make life easier going forward!

[Records Destruction Procedure](#)

[Destruction Authorization Form](#)

Leela Yellesetty
She/her pronouns
Records & Information Security Officer

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