

From: [YELLESETTY Leela](#)
To: [LASWELL Paula](#)
Subject: RE: Process of Archiving records for destruction
Date: Friday, February 21, 2020 11:18:50 AM
Attachments: [ER_WQ_02-2020.xlsx](#)

Hi Paula,

Per our phone conversation I am attaching the updated destruction form and approving these records for destruction.

Thanks!

Leela

From: LASWELL Paula
Sent: Friday, February 21, 2020 8:08 AM
To: YELLESETTY Leela
Subject: RE: Process of Archiving records for destruction

Hi Leela,

I was out in the field yesterday. I did receive your previous message about transferring to Excel. Had no chance to do so and was hoping to that this afternoon. I am in today if you want to chat. 541-633-2000. Looking forward to hearing from you.

Paula

From: YELLESETTY Leela <YELLESETTY.Leela@deg.state.or.us>
Sent: Thursday, February 20, 2020 4:41 PM
To: LASWELL Paula <Laswell.Paula@deg.state.or.us>
Subject: RE: Process of Archiving records for destruction

Hi Paula,

I just left a voicemail as I'm hoping to chat when you have a minute just to get a clarification about some of these items so I'm sure I understand. If tomorrow works to chat I am working from home but available on my cell: 206-6126-6137

Thanks!

Leela

From: LASWELL Paula <Laswell.Paula@deg.state.or.us>
Sent: Friday, February 14, 2020 3:49 PM
To: YELLESETTY Leela <YELLESETTY.Leela@deg.state.or.us>
Subject: RE: Process of Archiving records for destruction

Leela,

Do you mean what is on the forms, transfer to Excel? Is there any additional information you want me to add; I can also scan the documents if that is helpful.

Paula

From: YELLESETTY Leela <YELLESETTY.Leela@deg.state.or.us>
Sent: Friday, February 14, 2020 3:48 PM
To: LASWELL Paula <Laswell.Paula@deg.state.or.us>
Subject: RE: Process of Archiving records for destruction

Thanks Paula, is there any way you can send me this in Excel? I have a couple questions to run by you but it will be easier for me to review that way. Thanks!

From: LASWELL Paula <Laswell.Paula@deg.state.or.us>

Sent: Tuesday, February 11, 2020 9:58 AM

To: YELLESETTY Leela <YELLESETTY.Leela@deg.state.or.us>

Subject: RE: Process of Archiving records for destruction

Leela,

Thank you for making the changes to the form! It works beautifully now. Attached are more files I came across that appears to be very old. . . .

Paula

From: YELLESETTY Leela <YELLESETTY.Leela@deg.state.or.us>

Sent: Friday, January 24, 2020 3:22 PM

To: LASWELL Paula <Laswell.Paula@deg.state.or.us>

Subject: RE: Process of Archiving records for destruction

Thanks Paula, I approve this destruction.

I did make a change to the form which hopefully will help—the key is to click the arrow in the actual entry field, below the header row, not the ones by the headers. I removed those other arrows to reduce confusion. If you can try again for the next round I would appreciate it, as it's much easier to copy those into the master list from an excel rather than having to manually retype from a scan.

Thanks again!

Leela

From: LASWELL Paula <Laswell.Paula@deg.state.or.us>

Sent: Friday, January 24, 2020 10:24 AM

To: YELLESETTY Leela <YELLESETTY.Leela@deg.state.or.us>

Subject: RE: Process of Archiving records for destruction

Leela,

Attached is the form I recreated due to having issues with the Destruction Form on Qnet. I can open the form just fine, but when I click on the down arrows it provides me Accession A – Z throughout the form and will not allow me to type the information into the form. I am pretty sure it is my computer. I have continuous computer issues. . . ☹ Thank you for your approval. There will be more to come in the next few weeks!

Paula

From: YELLESETTY Leela <YELLESETTY.Leela@deg.state.or.us>

Sent: Wednesday, January 22, 2020 8:53 AM

To: LASWELL Paula <Laswell.Paula@deg.state.or.us>

Subject: RE: Process of Archiving records for destruction

Hi Paula,

This is fine for now but I am curious what problems you're having with the new form? Are you having trouble finding it or opening it? Or having issues trying to fill it out? I'd like to know so I can make improvements as needed. Also, where on the website did you find this old form?

These records look ok to destroy for me, but I will need a manager's authorization, over email is fine.

Thanks,

Leela

From: LASWELL Paula <Laswell.Paula@deg.state.or.us>

Sent: Tuesday, January 21, 2020 9:09 AM

To: YELLESETTY Leela <YELLESETTY.Leela@deg.state.or.us>

Subject: Process of Archiving records for destruction

Good morning!

Attached is a duplicate form on the Website for destroying records. I was not having much luck with the on-line form. I am hoping this is okay to use. Please let me know.

Paula

DEQ Records Destruction Authorization Form

Before destroying records, email this form to your manager & agency records officer (Leela Yellesetty) to obtain authorization.

Authorization is by email only, no signatures required.

[Records destruction procedure](#)

[DEQ Retention Schedule](#)

[State General Retention Schedule](#)

Program/section name:	<u>Water Quality</u>	Date approved by records officer:	<u>2/21/2020</u>
Program staff requesting destruction:	<u>Paula Laswell</u>	Date destroyed:	<u></u>
Approving Manager:	<u>David Anderson</u>		

Schedule Name/ # (select from dropdown in space below)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents (any additional description or attach detailed list)	Date(s)
Information & Records Management Records: 166-300-0030		Computer System Program 2 Documentation Records	Retain 1 year after life of system, destroy	Database Systems - OTIS	6/7/2005
Administrative Records : 166-300-0015	18(a)	Policy and Procedure Guidelines and Manuals	Retain final document: 6 years after superseded, destroy;	Licensed Asbestos Abatement firms; analytical labs; contractors; building inspectors; and requirements	1998-2000
Administrative Records : 166-300-0015	18(a)	Policy and Procedure Guidelines and Manuals	Retain final document: 6 years after superseded, destroy;	Independent clean up guide	2000
Administrative Records : 166-300-0015	18(a)	Policy and Procedure Guidelines and Manuals	Retain final document: 6 years after superseded, destroy;	Propsector Purchased Program Packets	1997

Administrative Records : 166-300-0015	18(a)	Policy and Procedure Guidelines and Manuals	Retain final document: 6 years after superseded, destroy;	Independent Clean Up packets guide	2001
Administrative Records : 166-300-0015	18(a)	Policy and Procedure Guidelines and Manuals	Retain final document: 6 years after superseded, destroy;	Data Sheets	2007
Administrative Records : 166-300-0015	18(a)	Policy and Procedure Guidelines and Manuals	Retain final document: 6 years after superseded, destroy;	Landfills Asbestos - LIT Program guide (email)	2003
Administrative Records : 166-300-0015	18(a)	Policy and Procedure Guidelines and Manuals	Retain final document: 6 years after superseded, destroy;	Underground Storage Tank Prgm/licensed providers	2005
DEQ: 2008-0009		51 Open Burning Permits	Retain 10 years, destroy	Correspondence Directives open burning permits/warning letters	2004-2007
Information & Records Management Records: 166-300-0030		Computer System Program 2 Documentation Records	Retain 1 year after life of system, destroy	Non-compliance user guide	2003
Information & Records Management Records: 166-300-0030		Computer System Program 2 Documentation Records	Retain 1 year after life of system, destroy	CHORES database tips/shortcuts	2003
Information & Records Management Records: 166-300-0030		Computer System Program 2 Documentation Records	Retain 1 year after life of system, destroy	User Manual Complaints System	2001

Administrative Records : 166-300-0015	18(a)	Policy and Procedure Guidelines and Manuals	Retain final document: 6 years after superseded, destroy;	State Agency Coordination Program	2007
Administrative Records : 166-300-0015	18(a)	Policy and Procedure Guidelines and Manuals	Retain final document: 6 years after superseded, destroy;	Prospective (Oregon) Purchaser Prgm Fact Sheets	2001
Administrative Records : 166-300-0015	18(a)	Policy and Procedure Guidelines and Manuals	Retain final document: 6 years after superseded, destroy;	Selecting Envrrionmental Consultants	2001
Administrative Records : 166-300-0015	18(a)	Policy and Procedure Guidelines and Manuals	Retain final document: 6 years after superseded, destroy;	Voluntary Clean up Prgm Ref List	2001
Administrative Records : 166-300-0015	18(a)	Policy and Procedure Guidelines and Manuals	Retain final document: 6 years after superseded, destroy;	Alternative Dispute Resolution Independent Clean up Pathway Projects	2001
Administrative Records : 166-300-0015	18(a)	Policy and Procedure Guidelines and Manuals	Retain final document: 6 years after superseded, destroy;	Environmental Clean up	2013