

FW: Records Destruction Authorization

From YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>

Date Mon 4/12/2021 9:55 AM

To MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

From: ULAM Abby * DEQ <abby.ulam@deq.state.or.us>

Sent: Monday, April 12, 2021 9:53 AM

To: SKORUPKA Michael * DEQ <michael.skorupka@deq.state.or.us>

Cc: YELLESETTY Leela * DEQ < leela.yellesetty@deq.state.or.us>; HATFIELD Doug * DEQ

<doug.hatfield@deq.state.or.us>

Subject: RE: Records Destruction Authorization

That is correct.

Thank you much

Thank you,

Abby Ulam

Department of Environmental Quality/Vehicle Inspection Program

1240 SE 12th Ave Portland, OR 97214 Fax: 971.673.1640 Ph: 971.673.1655

From: SKORUPKA Michael * DEQ Sent: Monday, April 12, 2021 9:32 AM

To: ULAM Abby * DEQ <abby.ulam@deq.state.or.us>

Cc: YELLESETTY Leela * DEQ < leela.yellesetty@deq.state.or.us>; HATFIELD Doug * DEQ

<doug.hatfield@deq.state.or.us>

Subject: RE: Records Destruction Authorization

Morning Abby-the intent is to destroy 3 months of records in the data range in 2018, is that right? If so no objection and if more are targeted for destruction just let me know. Thanks. Mike

From: ULAM Abby * DEQ

Sent: Monday, April 12, 2021 8:50 AM

To: SKORUPKA Michael * DEQ <<u>michael.skorupka@deq.state.or.us</u>> **Cc:** YELLESETTY Leela * DEQ <<u>leela.yellesetty@deq.state.or.us</u>>

Subject: Records Destruction Authorization

Good morning

I have attached the Records Destruction for your approval. Please send back an email ok.

Thank you,

Abby Ulam

Department of Environmental Quality/Vehicle Inspection Program 1240 SE 12^{th} Ave

Portland, OR 97214 Fax: 971.673.1640 Ph: 971.673.1655

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:	DEQ Vehicle Inspecion Program	Date approved by records officer:
Program staff requesting destruction:	Abby Ulam	Date destroyed:
Approving Manager:	Michael Skorupka	

Approving Manager.	Wilchael Skol upk	.ca		_		
Schedule Name/ # (select from dropdown)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents (any additional description or attach detailed list)	Date(s)	Column1
DEQ: 2008-0009	147	Clackamas Vehicle Emission Inspection Reports	3 Yrs		1/1/18 - 3/31/18	
DEQ: 2008-0009	147	Gresham Vehicle Emission Inspection Reports	3 Yrs		1/1/18 - 3/31/18	
DEQ: 2008-0009	147	Medford Vehicle Emission Inspection Reports	3 Yrs		1/1/18 - 3/31/18	
DEQ: 2008-0009	147	Mobile Vehicle Emission Inspection Reports	3 Yrs		1/1/18 - 3/31/18	
DEQ: 2008-0009	147	Northeast Vehicle Emission Inspection Reports	3 Yrs		1/1/18 - 3/31/18	
DEQ: 2008-0009	147	Scappoose Vehicle Emission Inspection Reports	3 Yrs		1/1/18 - 3/31/18	
DEQ: 2008-0010	147	Sherwpood Vehicle Emission Inspection Reports	3 Yrs		1/1/18 - 3/31/18	
DEQ: 2008-0011	147	Sunset Vehicle Emission Inspection Reports	3 Yrs		1/1/18 - 3/31/18	
DEQ: 2008-0011	147	Techincal Center Vehicle Emission Inspection Reports	3 Yrs		1/1/18 - 3/31/18	