

FW: Archive Destruction Authorization

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

Date Thu 6/24/2021 4:31 PM

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

1 attachment (200 KB)

06222021.xlsx;

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

Sent: Wednesday, June 23, 2021 3:27 PM

To: YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>; SKORUPKA Michael * DEQ

<michael.skorupka@deq.state.or.us>

Subject: RE: Archive Destruction Authorization

Revised Authorization

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

Sent: Wednesday, June 23, 2021 8:31 AM

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

<abby.ulam@deg.state.or.us>

Subject: RE: Archive Destruction Authorization

Ahh I see what you mean about the dates, probably an autofill issue, unless you have records from the future!

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

Sent: Wednesday, June 23, 2021 8:28 AM

To: YELLESETTY Leela * DEQ < leela.yellesetty@deq.state.or.us>; ULAM Abby * DEQ < abby.ulam@deq.state.or.us>

Subject: RE: Archive Destruction Authorization

Abby-you are recirculating that one for approval, correct? Leela-I believe Abby is tweak some of the data ranges involved just FYI. Mike

From: YELLESETTY Leela * DEQ

Sent: Wednesday, June 23, 2021 8:23 AM

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

<michael.skorupka@deq.state.or.us>

Subject: RE: Archive Destruction Authorization

I approve, thanks!

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

Sent: Tuesday, June 22, 2021 9:59 AM

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

<leela.yellesetty@deq.state.or.us>

Subject: Archive Destruction Authorization

Good morning.

Please see attached Records Destruction Authorization. Please both send an approval email.

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

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	.a		-		
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		4/1/18 - 5/31/18	
DEQ: 2008-0009	147	Gresham Vehicle Emission Inspection Reports	3 Yrs		4/1/18 - 5/31/18	
DEQ: 2008-0009	147	Medford Vehicle Emission Inspection Reports	3 Yrs		4/1/18 - 5/31/18	
DEQ: 2008-0009	147	Mobile Vehicle Emission Inspection Reports	3 Yrs		4/1/18 - 5/31/18	
DEQ: 2008-0009	147	Northeast Vehicle Emission Inspection Reports	3 Yrs		4/1/18 - 5/31/18	
DEQ: 2008-0009	147	Scappoose Vehicle Emission Inspection Reports	3 Yrs		4/1/18 - 5/31/18	
DEQ: 2008-0010	147	Sherwpood Vehicle Emission Inspection Reports	3 Yrs		4/1/18 - 5/31/18	
DEQ: 2008-0011	147	Sunset Vehicle Emission Inspection Reports	3 Yrs		4/1/18 - 5/31/18	
DEQ: 2008-0011	147	Techincal Center Vehicle Emission Inspection Reports	3 Yrs		4/1/18 - 5/31/18	