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## FW: Archive Destruction Authorization

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**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;

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**From:** ULAM Abby \* DEQ <abby.ulam@deq.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 12<sup>th</sup> Ave  
Portland, OR 97214  
Fax: 971.673.1640  
Ph: 971.673.1655

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**From:** YELLESETTY Leela \* DEQ <[leela.yellesetty@deq.state.or.us](mailto:leela.yellesetty@deq.state.or.us)>  
**Sent:** Wednesday, June 23, 2021 8:31 AM  
**To:** SKORUPKA Michael \* DEQ <[michael.skorupka@deq.state.or.us](mailto:michael.skorupka@deq.state.or.us)>; ULAM Abby \* DEQ <[abby.ulam@deq.state.or.us](mailto:abby.ulam@deq.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!

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**From:** SKORUPKA Michael \* DEQ <[michael.skorupka@deq.state.or.us](mailto:michael.skorupka@deq.state.or.us)>  
**Sent:** Wednesday, June 23, 2021 8:28 AM  
**To:** YELLESETTY Leela \* DEQ <[leela.yellesetty@deq.state.or.us](mailto:leela.yellesetty@deq.state.or.us)>; ULAM Abby \* DEQ <[abby.ulam@deq.state.or.us](mailto: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

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**From:** YELLESETTY Leela \* DEQ  
**Sent:** Wednesday, June 23, 2021 8:23 AM  
**To:** ULAM Abby \* DEQ <[abby.ulam@deq.state.or.us](mailto:abby.ulam@deq.state.or.us)>; SKORUPKA Michael \* DEQ

<[michael.skorupka@deg.state.or.us](mailto:michael.skorupka@deg.state.or.us)>

**Subject:** RE: Archive Destruction Authorization

I approve, thanks!

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**From:** ULAM Abby \* DEQ <[abby.ulam@deg.state.or.us](mailto:abby.ulam@deg.state.or.us)>

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

**To:** SKORUPKA Michael \* DEQ <[michael.skorupka@deg.state.or.us](mailto:michael.skorupka@deg.state.or.us)>; YELLESETTY Leela \* DEQ <[leela.yellesetty@deg.state.or.us](mailto:leela.yellesetty@deg.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 12<sup>th</sup> Ave

Portland, OR 97214

Fax: 971.673.1640

Ph: 971.673.1655

**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.

## State General Retention Schedule

Approving Manager: Michael Skorupka

[illegible]