

ROSS Linda * DEQ

From: YELLESETTY Leela * DEQ
Sent: Friday, July 16, 2021 2:54 PM
To: AERNE Melissa * DEQ; MERCER Kristen * DEQ
Subject: RE: Records Destruction Authorization Form For Records Requests.XLSX

I (finally) approve! Thanks!

-----Original Message-----

From: AERNE Melissa * DEQ <melissa.aerne@deq.state.or.us>
Sent: Thursday, July 8, 2021 3:08 PM
To: MERCER Kristen * DEQ <kristen.mercer@deq.state.or.us>; YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>
Subject: RE: Records Destruction Authorization Form For Records Requests.XLSX

I approve destruction.

Melissa

Melissa Aerne
Training/Operations/Policy Manager
Central Services Division
Oregon Department of Environmental Quality
700 NE Multnomah St. Ste 600
Portland, OR 97232
Office: 503.229.5155

-----Original Message-----

From: MERCER Kristen * DEQ <kristen.mercer@deq.state.or.us>
Sent: Thursday, July 8, 2021 3:03 PM
To: AERNE Melissa * DEQ <melissa.aerne@deq.state.or.us>; YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>
Subject: Records Destruction Authorization Form For Records Requests.XLSX

Thanks for the link reminder Melissa! (your Q-net email) Please approve these records for destruction.
Thank You!

file:///\\deqhq1\pr\Mercer\Records%20Destruction%20Authorization%20Form%20For%20Records%20Requests.XLSX

DEQ Records Destruction Authorization Form

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

Authorization is by email only, no signatures required.

Records destruction procedure

DEQ Retention Schedule

State General Retention Schedule

Program/section name:

Records/CSD

Date approved by records officer:

7/16/2021

Program staff requesting destruction:

Kristen Mercer

Date destroyed:

7/19/2021

Approving Manager:

Melissa Aerne

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		Public Records Disclosure		Files of past records requests 2012-2015	Dec-15
Information & Records Management Records: 166-300-0030		23 Request Records Records	5 years		
		Public Records Disclosure		Downloads of past records requests 2013-2015	Dec-15
		23 Request Records Records	5 years		