
FW: Need email approval for records destruction

From YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>
Date Mon 8/2/2021 9:04 AM
To MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

From: BOLING Brian * DEQ <brian.boling@deq.state.or.us>
Sent: Friday, July 30, 2021 8:09 AM
To: AERNE Melissa * DEQ <melissa.aerne@deq.state.or.us>; YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>
Subject: RE: Need email approval for records destruction

This is approved

Brian Boling
Oregon DEQ Central Services
Central Services Division Administrator
boling.brian@deq.state.or.us
Office: 503-229-5045
Cell: 503-593-6747
Pronouns: He/Him/His

Monique Oliver
Central Services Division Administrator Assistant
503-229-6803
Oliver.Monique@deq.state.or.us

We are in the process of modernizing and upgrading the way we accept, share and process information at DEQ with *Your DEQ Online*: a new centralized hub for communities, businesses and individuals. [Learn more.](#)

From: AERNE Melissa * DEQ <melissa.aerne@deq.state.or.us>
Sent: Thursday, July 29, 2021 4:27 PM
To: YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>; BOLING Brian * DEQ <brian.boling@deq.state.or.us>
Subject: Need email approval for records destruction

Hi. Just need email authorization to destroy some old conflict of interest records.

Leela – you’ll appreciate that I need to keep most of them, after HR researched!



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

DEQ Records Destruction Authorization Form

Before destroying records, email this form to your manager & agency records officer (Leela Yellestty) to obtain authorization. Authorization is by email only, no signatures required.

[Records destruction procedure](#)

[DEQ Retention Schedule](#)

[State General Retention Schedule](#)

Program/section name:

Training, Operations and Poliy

Date approved by records officer:

Program staff requesting destruction:

Melissa Aerne

Date destroyed:

Approving Manager:

Brian Boling

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)
Personnel Records: 166-300-0040		9 Employee Personnel Records	10 years after separation	Conflict of interest forms and correspondence for employees who have been separated for more than 10 years.	2006, 2008

RE: Need email approval for records destruction

From AERNE Melissa * DEQ <melissa.aerne@deq.state.or.us>
Date Fri 7/30/2021 2:22 PM
To YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Cc MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

I properly disposed of the records today (in confidential recycle bin).

Melissa

From: YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>
Sent: Thursday, July 29, 2021 4:48 PM
To: AERNE Melissa * DEQ <melissa.aerne@deq.state.or.us>; BOLING Brian * DEQ <brian.boling@deq.state.or.us>
Cc: MERCER Kristen * DEQ <kristen.mercer@deq.state.or.us>
Subject: RE: Need email approval for records destruction

Approved, thanks!

From: AERNE Melissa * DEQ <melissa.aerne@deq.state.or.us>
Sent: Thursday, July 29, 2021 4:27 PM
To: YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>; BOLING Brian * DEQ <brian.boling@deq.state.or.us>
Subject: Need email approval for records destruction

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Melissa Aerne
Training/Operations/Policy Manager
Central Services Division
Oregon Department of Environmental Quality
700 NE Multnomah St. Ste 600
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