

RE: File Destruction Authorization

From KENNY Jennifer * DEQ <jennifer.kenny@deq.state.or.us>
Date Tue 9/7/2021 1:58 PM
To YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Cc MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

 1 attachment (225 KB)

CWSRF Sept 2021 Records+Destruction+Authorization+Form.xlsx;

For some reason the attachment cut off the list of files after Condon. Here is the complete list, which is the same as the attachment showing payoff dates.

It's also the same list that Lynn approved. Sorry for the mix up.

From: KENNY Jennifer * DEQ
Sent: Tuesday, September 7, 2021 1:39 PM
To: YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>
Cc: MERCER Kristen * DEQ <kristen.mercer@deq.state.or.us>
Subject: RE: File Destruction Authorization

Thank you both

From: YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>
Sent: Tuesday, September 7, 2021 1:29 PM
To: KENNY Jennifer * DEQ <jennifer.kenny@deq.state.or.us>
Cc: MERCER Kristen * DEQ <kristen.mercer@deq.state.or.us>
Subject: RE: File Destruction Authorization

Approved! Copying Kristen here for logging on our end. Thanks!

From: KENNY Jennifer * DEQ <jennifer.kenny@deq.state.or.us>
Sent: Tuesday, September 7, 2021 1:21 PM
To: YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>
Subject: FW: File Destruction Authorization

Hi, Leela,

Below is my manager's approval to destroy the documents listed in the attached request form. The other attachment has the complete listing of when the loans were paid off.

I am requesting permission to destroy these.

Thank you,
Jennifer

From: BARLOW Lynn * DEQ <lynn.barlow@deq.state.or.us>
Sent: Friday, September 3, 2021 2:28 PM
To: KENNY Jennifer * DEQ <jennifer.kenny@deq.state.or.us>
Subject: RE: File Destruction Authorization

I approve the destruction of these CWSRF program files, per our DEQ records retention guidelines.

Thanks,
Lynn

Lynn Barlow (she/her)
Water Quality Program Manager
Clean Water SRF | Compliance Policy and Data Management
Oregon Department of Environmental Quality
Barlow.Lynn@deq.state.or.us
Desk: 503-229-6896
Cell: 503-951-9931

From: KENNY Jennifer * DEQ <jennifer.kenny@deq.state.or.us>
Sent: Friday, September 3, 2021 10:38 AM
To: BARLOW Lynn * DEQ <lynn.barlow@deq.state.or.us>
Subject: File Destruction Authorization

Good morning,
Will you please approve file destruction for the linked list of files which have reached their retention dates?
[CWSRF%20Sept%202021%20Records+Destruction+Authorization+Form.xlsx]CWSRF Sept 2021
Records+Destruction+Authorization+Form.xlsx

Thank you,
Jennifer

Jennifer Kenny, Program Analyst
Clean Water State Revolving Fund
Oregon Department of Environmental Quality
700 NE Multnomah Street, Suite #600
Portland, OR 97232
Tel. 503-229-6312
Email: kenny.jennifer@deq.state.or.us
www.oregon.gov/deq/wq/cwsrf