

---

**RE: action item: please approve attached records destruction form**

---

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

**Date** Tue 12/14/2021 8:53 AM

**To** KORTENHOF Mike \* DEQ <Mike.KORTENHOF@deq.oregon.gov>; SMITH Bryan \* DEQ <bryan.smith@deq.state.or.us>

**Cc** MERCER Kristen \* DEQ <Kristen.MERCER@deq.oregon.gov>

Approved, thanks!

---

**From:** KORTENHOF Mike \* DEQ <mike.kortenhof@deq.state.or.us>

**Sent:** Monday, December 13, 2021 1:54 PM

**To:** SMITH Bryan \* DEQ <bryan.smith@deq.state.or.us>; YELLESETTY Leela \* DEQ <leela.yellesetty@deq.state.or.us>

**Subject:** RE: action item: please approve attached records destruction form

I approve proceed per Bryan's plan. Please note the electronic records consist of eight (or so) Access databases previously associated with each region office. It also included a summary spreadsheet compiling most of them into one file for ease of searching. Mike

---

**From:** SMITH Bryan \* DEQ <[bryan.smith@deq.state.or.us](mailto:bryan.smith@deq.state.or.us)>

**Sent:** Friday, December 10, 2021 7:56 AM

**To:** KORTENHOF Mike \* DEQ <[mike.kortenhof@deq.state.or.us](mailto:mike.kortenhof@deq.state.or.us)>; YELLESETTY Leela \* DEQ <[leela.yellesetty@deq.state.or.us](mailto:leela.yellesetty@deq.state.or.us)>

**Cc:** SMITH Bryan \* DEQ <[bryan.smith@deq.state.or.us](mailto:bryan.smith@deq.state.or.us)>

**Subject:** action item: please approve attached records destruction form

Good morning.

Can you both please sign and thereby approve this form? Once you do, I can proceed with destroying the documents referred to within the form.

Mike, I've copied Leela in case you have questions about how to approve this form.

Thanks, Bryan.

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)
DEQ Special Schedule: 2008-0009	42	Asbestos Complaints	10 years	1/5/1990 -6/7/1990 Complaints. AQ Complaints related to Permitted Sources were placed in the Source File. Also complaints with equal or lessor retention periods in HW, SW, OB, UST and OSS. OSS records were scanned and are now housed in ORMS.	1/5/1990 - 7/2/1990