

RE: Trox_2021 Records Destruction Authorization Form.xlsx

From TROX Randall * DEQ <Randall.TROX@deq.oregon.gov>
Date Mon 1/3/2022 11:15 AM
To YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Cc MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>; MAILANDER Deb * DEQ <Deb.MAILANDER@deq.oregon.gov>

 1 attachment (197 KB)

Trox_2021 Records Destruction Authorization Form.xlsx;

Done.

Thanks, all!

Randy Trox
Onsite Program Coordinator
Oregon Department of Environmental Quality
165 East 7th Avenue, Suite 100
Eugene, OR 97401
541-687-7338
Randall.trox@deq.oregon.gov
www.Oregon.gov/deq

From: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Sent: Wednesday, December 29, 2021 1:41 PM
To: MAILANDER Deb * DEQ <Deb.MAILANDER@deq.oregon.gov>; TROX Randall * DEQ <Randall.TROX@deq.oregon.gov>
Cc: MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>
Subject: RE: Trox_2021 Records Destruction Authorization Form.xlsx

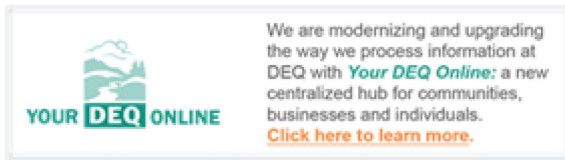
Approved, thanks!

From: MAILANDER Deb * DEQ <Deb.MAILANDER@deq.oregon.gov>
Sent: Wednesday, December 29, 2021 12:32 PM
To: TROX Randall * DEQ <Randall.TROX@deq.oregon.gov>
Cc: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Subject: RE: Trox_2021 Records Destruction Authorization Form.xlsx

Yes I have reviewed and approve this request.

Deb Mailander
Onsite/401 Programs Manager
Oregon Department of Environmental Quality
Western Region – Eugene

165 E. 7th Ave., Eugene OR 97401
Phone: 541.687-7340
Pronouns: She/Her/Hers



From: TROX Randall * DEQ <Randall.TROX@deq.oregon.gov>
Sent: Wednesday, December 29, 2021 12:27 PM
To: MAILANDER Deb * DEQ <Deb.MAILANDER@deq.oregon.gov>
Cc: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Subject: Trox_2021 Records Destruction Authorization Form.xlsx

Hi Deb,

Elkton WPCF file is thick with many old DMRs and the original permit. Per records retention schedule for WQ permits, I pulled out records eligible for destruction and seek your approval to destroy those records.

DEQ Records Destruction Authorization Form

Before destroying records, email this form to your manager & RecordsRequest@deq.state.or.us to obtain authorization.

Authorization is by email only, no signatures required.

[Records destruction procedure](#) [DEQ Retention Schedule](#) [State General Retention Schedule](#)

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Date approved by records officer:

Date destroyed:

Date destroyed:

[illegible]