
RE: Files to be Destroyed

From YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>

Date Thu 1/20/2022 5:28 PM

To LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>

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

Hi Paula,

Sorry I just left you a belated voicemail but long story short if you don't have the excel version with that info saved then don't worry about re-entering—we can just include the main categories in our master list and put a note to see the pdf for details.

I forgot to mention I will be out tomorrow so if you have any questions you can reach out to Kristen!

Cheers,
Leela

From: LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>

Sent: Wednesday, January 19, 2022 1:33 PM

To: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>

Subject: RE: Files to be Destroyed

Leela,
Please see attached recent files discovered that need to be destroyed.

Paula

From: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>

Sent: Monday, January 10, 2022 11:08 AM

To: LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>

Subject: RE: Files to be Destroyed

Hi Paula,

Looks like you're on the right track—I'm assuming you're planning to list the individual contractor names and dates under each category? That works just fine, or if you already have that list elsewhere you can always put "see attached" in the description and then attach the detail list separate, but whatever is simplest for you.

Hope that helps!
Leela

From: LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>

Sent: Friday, January 7, 2022 4:18 PM

To: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>

Subject: FW: Files to be Destroyed

. Can I trouble you to be sure I am doing it right

From: LASWELL Paula * DEQ

Sent: Friday, January 7, 2022 4:03 PM

To: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>

Subject: FW: Files to be Destroyed

Found it! Never mind.

From: LASWELL Paula * DEQ

Sent: Friday, January 7, 2022 4:01 PM

To: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>

Subject: Files to be Destroyed

Hello,

Hope to find you well!

I have several Asbestos files that are past the destruction date I would like to get rid of them this New Year for those following behind me in the future. Can I trouble you to be sure I am doing it right if I were send you what I did. Also, for the life of me I am unable to find where Records are for the form. I found it once, but the DEQ Records Destruction Authorization Form is not in my sites anymore. Help me!

Paula

RE: Files to be Destroyed

From YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Date Wed 1/19/2022 2:12 PM
To LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>
Cc MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

Thanks Paula, I approve. Would you mind sending a copy of the excel version as well? That's the one Kristen uses to update the master spreadsheet.

Thanks!

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Sent: Wednesday, January 19, 2022 1:33 PM
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Paula

DEQ Records Destruction Authorization Form

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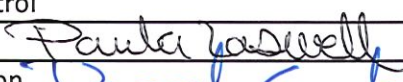
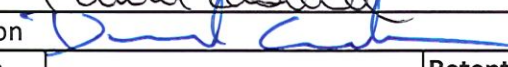
Authorization is by email only, no signatures required.

<u>Records destruction procedure</u>	<u>DEQ Retention Schedule</u>			<u>State General Retention Schedule</u>	
Program/section name:	Asbestos Control			Date approved by records officer:	
Program staff requesting destruction:	Paula Laswell <i>Paula Laswell</i>			Date destroyed:	
Approving Manager:	David Anderson <i>David Anderson</i>				
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	43	Asbestos Contractors			
		Inspectors Quarterly Reporting	Ret: 10 years, Dest	Quarterly Reporting	2011
		Redmond School District			2010
		Redmond School District			2009
		Redmond School District			2007
		Redmond School District			2006
		Redmond School District			2004
		Redmond School District			2003
		Redmond School District			2002

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Records destruction procedure	DEQ Retention Schedule			State General Retention Schedule	
Program/section name:	Asbestos Control			Date approved by records officer:	
Program staff requesting destruction:	Paula Laswell 			Date destroyed:	
Approving Manager:	David Anderson 				
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)
	43	Redmond School District			1998
	Continued				
		Redmond School District			1997
DEQ Special Schedule: 2008-0009	43	Asbestos Contractors	Ret: 10 Years, Dest	Quarterly Reporting	2011
		Inspectors Quarterly Reporting			2010
		LaGrande School District			2008
		LaGrande School District			2007
		LaGrande School District			2006
		LaGrande School District			2005
		LaGrande School District			2004

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Program/section name:	Asbestos Control			Date approved by records officer:	
Program staff requesting destruction:	Paula Laswell <i>Paula Laswell</i>			Date destroyed:	
Approving Manager:	David Anderson <i>David Anderson</i>				
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	43	Asbestos Contractors Inspectors Quarterly	Ret: 10 Years, Dest	Quarterly Reporting	2008
		Tomahawk Abatement and Construction			2007
					2006
		Tomahawk Abatement and Construction			2005
		Tomahawk Abatement and Construction			2003
		Tomahawk Abatement and Construction			2002
		Tomahawk Abatement and Construction			2001
		Tomahawk Abatement and Construction			1999

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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)
	43	Tomahawk Abatement and Construction			1997
	Continued				
DEQ Special Schedule: 2008-0009	43	Asbestos Contractors Inspections Quarterly Reporting	Ret: 10 Years, Dest	Quarterly Reporting	1998
		Alpha Environmental			
DEQ Special Schedule: 2008-0009	43	Asbestos Contractors Inspections Quarterly Reporting	Ret: 10 Years, Dest	Quarterly Reporting	2009
		Cascade Insulation			2008
		Cascade Insulation			2007
		Cascade Insulation			2006
		Cascade Insulation			2005

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Program/section name:	Asbestos Control		Date approved by records officer:		
Program staff requesting destruction:	Paula Laswell	<i>Paula Laswell</i>	Date destroyed:		
Approving Manager:	David Anderson	<i>David Anderson</i>			
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)
	43	Cascade Insulation			2002
	Continued				
		Cascade Insulation			2001
		Cascade Insulation			1997
					1987
DEQ Special Schedule: 2008-0009	38	Asbestos Abatement Worker Application For Certification	Ret: 10 Years, Dest	Annual Reporting	2007
		Cascade Insulation			
DEQ Special Schedule: 2008-0009	43	Asbestos Contractors Inspections Quarterly Reporting	Ret: 10 Years, Dest	Quarterly Reporting	2011
		Minority Abatement			
					2009
		Minority Abatement			2005

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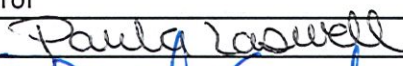

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Program staff requesting destruction:	Paula Laswell 			Date destroyed:	
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Schedule Name/ # (select from dropdown in space below)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents (any additional description or attach detailed list)	Date(s)
DEQ Special Schedule: 2008-0009	38	Asbestos Abatement Worker Application for Certification	Ret: 10 Years, Dest	Annual Reporting	2012
		US Army Corp Engineers			
		US Army Corp Engineers			2011
DEQ Special Schedule: 2008-0009	38	Asbestos Abatement Worker Application for Certification	Ret: 10 Years, Dest	Annual Reporting	2000
		Tektoniks Corporation			
DEQ Special Schedule: 2008-0009	38	Asbestos Abatement Worker Application for Certification	Ret: 10 years, Dest	Annual Reporting	2005
		The Amalgamated Sugar Co			

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DEQ Special Schedule: 2008-0009	43	Asbestos Contractors Inspections Quarterly Reporting	Ret: 10 Years, Dest	Quarterly Reporting	
		The Amalgamated Sugar Co			2005
		The Amalgamated Sugar Co			2004
		The Amalgamated Sugar Co			2002
		The Amalgamated Sugar Co			2001
	38	Asbestos Abatement Worker Application For Certification	Ret: 10 Years, Dest	Annual Reporting	
		Amalgamated Sugar Co			
		The Amalgamated Sugar Co			2003
		The Amalgamated Sugar Co			2002

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	38	The Amalgamated Sugar Co			1999
		The Amalgamated Sugar Co			1998
DEQ Special Schedule: 2008-0009	43	Asbestos Contractors Inspections Quarterly Reporting	Ret: 10 Years, Dest	Quarterly Reporting	
		Collins Products			2000
		Collins Products			1999
		Collins Products			1998
		Collins Products			1997
DEQ Special Schedule: 2008-0009	43	Asbestos Contractors Inspections Quarterly Reporting	Ret: 10 Years, Dest	Quarterly Reporting	2007
		Eastern OR University			
		Eastern OR University			2004

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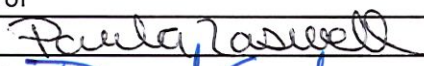
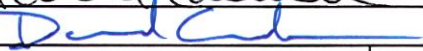
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	43	Eastern OR University			2003
	Continued				
		Eastern OR University			2002
		Eastern OR University			2001
		Eastern OR University			1998
DEQ Special Schedule: 2008-0009	38	Asbestos Abatement Worker Application for Certification	Ret: 10 Years, Dest	Annual Reporting	2006
		Eastern OR University			
		Eastern OR University			2005
		Eastern OR University			2004
		Eastern OR University			2003
		Eastern OR University			2002

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	38	Eastern OR University			1998
	continued				
		Eastern OR University			1997
		Eastern OR University			1988
DEQ Special Schedule: 2008-0009	43	Asbestos Contractors Inspections	Ret: 10 Years, Dest	Quarterly Reporting	
		Oregon Institute of Technology			2011
DEQ Special Schedule: 2008-0009	38	Asbestos Abatement Worker Application for Certification	Ret: 10 Years, Dest	Annual Reporting	2010
		Hood River School District			

DEQ Special Schedule: 2008-0009	43	Asbestos Contractors Inspections Quarterly Reporting	Ret: 10 Years, Dest	Quarterly Reporting	2013
		Pacific Northwest Environmental			
DEQ Special Schedule: 2008-0009	38	Asbestos Abatement Worker Application for Certification	Ret: 10 eatrs, Dest	Annual Reporting	
		Pacific Environmental Group			2012
DEQ Special Schedule: 2008-0009	38	Asbestos Abatement Worker Application for Certification	Ret: 10 Years, Dest	Annual Reporting	
		3 Kings Environmental			2004
		3 Kings Environmental			2001
DEQ Special Schedule: 2008-0009	38	Asbestos Abatement Worker Application for Certification	Ret: 10 years, Dest	Annual Reporting	
		Klamath county School District			2005
		Klamath county School District			2004
		Klamath county School District			2003
		Klamath county School District			2002

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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)
	38	Klamath county School District			2001
	Continued				
DEQ Special Schedule: 2008-0009	38	Asbestos Abatement Worker Application for Certification	Ret: 10 Years, Dest	Annual Reporting	2000
		Klamath county School District			
		Klamath county School District			1999
		Klamath county School District			1998
		Klamath county School District			1997
		Klamath county School District			1996

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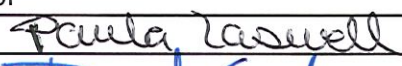
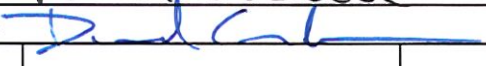
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	38	Klamath county School District			1999
	Continued				
		Klamath county School District			1998
		Klamath county School District			1997
		Klamath county School District			1996
DEQ Special Schedule: 2008-0009	43	Asbestos Contractors Inspections Quarterly Reporting	Ret: 10 Years, Dest	Quarterly Reporting	2006
		Jefferson County Schools			
		Jefferson County Schools			2005
		Jefferson County Schools			2004

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DEQ Special Schedule: 2008-0009	38	Asbestos Abatement Worker Application for Certification	Ret: 10 Years, Dest	Annual Reporting	2005
		Madras High School			
		Madras High School			2004
		Madras High School			2003
DEQ Special Schedule: 2008-0009	43	Asbestos Contractors Inspections Quarterly Reporting	Ret: 10 Years, Dest	Quarterly Reporting	2000
		Northwest Aluminum Company			
		Northwest Aluminum Company			1999
		Northwest Aluminum Company			1998