

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 >

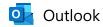
Subject: Files to be Destroyed

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!

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

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

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Paula

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

Records destruction procedure		DEQ Retention Schedule		State General Retention Schedule	
Program/section name:	Asbestos Contro	A //		Date approved by records officer:	
Program staff requesting destruction:	Paula Laswell -	Paula Jasieell		Date destroyed:	
Approving Manager:	David Anderson	Parla			
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

Authorization is by email only, no signatures required.

Records destruction procedure		DEQ Retention Schedule		State General Retention Schedule	A STATE OF THE STA
Program/section name:	Asbestos Control			Date approved by records officer:	
Program staff requesting destruction:	Paula Laswell	Paula Lasuell		Date destroyed:	
Approving Manager:	David Anderson	Ond Cat			
Schedule Name/ # (select from	Series # (from		Retention period	Contents (any additional description	
dropdown in space below)	schedule)	Series Name (from schedule)	(from schedule)	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

	Auth	orization is by email only, no	signatures required		
Records destruction procedure		DEQ Retention Schedule		State General Retention Schedule	
Program/section name:	Asbestos Contro	<u> </u>		Date approved by records officer:	
Program staff requesting destruction:	Paula Laswell S	Faula Paswell		Date destroyed:	
Approving Manager:	David Anderson	Det Ch	1		
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	# 10 m m m m		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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Dragram/section name:	Asbestos Control			Data approved by records officer	
Program/section name:		- ^ ^		Date approved by records officer:	
Program staff requesting destruction:	Paula Laswell	Paula lasuell		Date destroyed:	
Approving Manager:	David Anderson <	Dead Col			
Schedule Name/ # (select from	Series # (from		Retention period	Contents (any additional description	
dropdown in space below)	schedule)	Series Name (from schedule)	(from schedule)	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
	- BOLLETIA ALCAES	Alpha Environmental	I DANALL DEPRESANDO		
DEQ Special Schedule: 2008-0009	43	Asbestos Contractors Inspections Quarterly Reporting	Ret: 10 Years, Dest	Quarterly Reporting	2009
		Cascade Insulation			2008
		Cascade Ilisulation		DALLOCAL STATE OF THE STATE OF	2000
		Cascade Insulation			2007
		Cascade Insulation			2006
		Cascade Insulation			2005

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Program/section name:	Asbestos Contro		Λ.	Date approved by records officer:	
Program staff requesting destruction:	Paula Laswell	Hula lasusal		Date destroyed:	
Approving Manager:	David Anderson	Den Cont			
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	201:
		Minority Abatement			
					2009
		Minority Abatement			200!

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Records destruction procedure		DEQ Retention Schedule		State General Retention Schedule	
Program/section name:	Asbestos Contro			Date approved by records officer:	
Program staff requesting destruction:	Paula Laswell	Paula Zaswell		Date destroyed:	
Approving Manager:	David Anderson	Dand			
Schedule Name/ # (select from	Series # (from		Retention period	Contents (any additional description	
dropdown in space below)	schedule)	Series Name (from schedule)	(from schedule)	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	GRADINA MEGORESIAN	PASSE ASSESSMENT SERVICE CONTRACTOR	2011
DEQ Special Schedule: 2008-0009	38	Asbestos Abatement Worker Application for Certification	Ret: 10 Years, Dest	Annual Reporting	2000
		Tektoniks Corporation			
		Asbestos Abatement Worker			
DEQ Special Schedule: 2008-0009	38	Application for Certification	Ret: 10 years, Dest	Annual Reporting	2005
		The Amalgamated Sugar Co			

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	DEQ Retention Schedule		State General Retention Schedule	
	taula rasuell		Date destroyed:	
David Anderson	Dan Canh			
Series # (from		Retention period	Contents (any additional description	
schedule)	Series Name (from schedule)	(from schedule)	or attach detailed list)	Date(s)
43	Asbestos Contractors Inspections Quarterly	Ret: 10 Years Dest	Quarterly Reporting	
+		Net. 10 Tears, Desc	Quarterly Reporting	2005
	The Amaigamatea Sagar 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
	Paula Laswell David Anderson Series # (from schedule) 43	David Anderson Series # (from schedule) Asbestos Contractors Inspections Quarterly Reporting The Amalgamated Sugar Co The Amalgamated Sugar Co The Amalgamated Sugar Co Asbestos Abatement Worker Application For Certification Amalgamated Sugar Co The Amalgamated Sugar Co The Amalgamated Sugar Co The Amalgamated Sugar Co The Amalgamated Sugar Co	Asbestos Control Paula Laswell David Anderson Series # (from schedule) Asbestos Contractors Inspections Quarterly 43 Reporting The Amalgamated Sugar Co The Amalgamated Sugar Co The Amalgamated Sugar Co Asbestos Abatement Worker Application For Certification Amalgamated Sugar Co The Amalgamated Sugar Co The Amalgamated Sugar Co Asbestos Abatement Worker Application For Certification Amalgamated Sugar Co The Amalgamated Sugar Co The Amalgamated Sugar Co	Asbestos Control Paula Laswell David Anderson Series # (from schedule) Asbestos Contractors Inspections Quarterly Reporting The Amalgamated Sugar Co The Amalgamated Sugar Co The Amalgamated Sugar Co Asbestos Abatement Worker Application For Certification Amalgamated Sugar Co The Amalgamated Sugar Co The Amalgamated Sugar Co The Amalgamated Sugar Co The Amalgamated Sugar Co Asbestos Abatement Worker Application For Certification Amalgamated Sugar Co The Amalgamated Sugar Co

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Authorization is by email only, no signatures required. State General Retention Schedule Records destruction procedure **DEQ Retention Schedule** Program/section name: Date approved by records officer: Asbestos Control Paula Easuell Program staff requesting destruction: Date destroyed: Paula Laswell Approving Manager: David Anderson Schedule Name/# (select from Series # (from Contents (any additional description Retention period dropdown in space below) schedule) Series Name (from schedule) (from schedule) or attach detailed list) Date(s) 38 The Amalgamated Sugar Co 1999 The Amalgamated Sugar Co 1998 Asbestos Contractors Inspections Quarterly 43 Reporting Ret: 10 Years, Dest Quarterly Reporting DEQ Special Schedule: 2008-0009 Collins Products 2000 Collins Products 1999 Collins Products 1998 Collins Products 1997 Asbestos Contractors Inspections Quarterly Ret: 10 Years, Dest Quarterly Reporting 2007 DEQ Special Schedule: 2008-0009 43 Reporting **Eastern OR University** Eastern OR University 2004

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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	Paula, Easwell		Date destroyed:	
Approving Manager:	David Anderson	Del Cad		-	
Schedule Name/ # (select from	Series # (from		Retention period	Contents (any additional description	
dropdown in space below)	schedule)	Series Name (from schedule)	(from schedule)	or attach detailed list)	Date(s)
	43	Eastern OR University			2003
	Continued	,	1		
		Eastern OR University			2002
		Eastern OR University			2001
		Eastern OR University			1998
		·			
		Asbestos Abatement Worker	1 1 11		
DEQ Special Schedule: 2008-0009	38	Application for Certification	Ret: 10 Years, Dest	Annual Reporting	2006
	(6)	Eastern OR University	196 1 1 1 6		=
		Eastern OR University			2005
		Eastern OR University			2004
			1		
		Eastern OR University	ts.		2003
		Eastern OR University			2002

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Program/section name:	Asbestos Contro			Date approved by records officer:	
Program staff requesting destruction:	Paula Laswell	Pulla Jasuell		Date destroyed:	
Approving Manager:	David Anderson	Dodal	T		
Schedule Name/ # (select from	Series # (from		Retention period	Contents (any additional description	
dropdown in space below)	schedule)	Series Name (from schedule)	(from schedule)	or attach detailed list)	Date(s)
	38	Factors OR Haironita			1000
		Eastern OR University			1998
	continued	Footone OR Hairmaite			1007
	+	Eastern OR University			1997
		Eastern OR University			1988
		Asbestos Contractors			
DEQ Special Schedule: 2008-0009	43	Inspections	Ret: 10 Years, Dest	Quarterly Reporting	
		Oregon Institute of			
		Technology			2011
	+				
DEQ Special Schedule: 2008-0009	38	Asbestos Abatement Worker	Ret: 10 Years, Dest	Annual Reporting	2010
		Application for Certification			
		Hood River School District			

	Asbestos Contractors			
	Inspections Quarterly			
43	Reporting	Ret: 10 Years, Dest	Quarterly Reporting	2013
	Pacific Northwest			
	Environmental			
	Asbestos Abatement Worker			
38	Application for Certification	Ret: 10 eatrs, Dest	Annual Reporting	
	Pacific Environmental Group			2012
	Asbestos Abatement Worker			
38		Ret: 10 Years, Dest	Annual Reporting	
	3 Kings Environmental			2004
	3 Kings Environmental			2001
	Ashestos Ahatement Worker			
38		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
	38	Inspections Quarterly Reporting Pacific Northwest Environmental Asbestos Abatement Worker Application for Certification Pacific Environmental Group Asbestos Abatement Worker Application for Certification 3 Kings Environmental Asbestos Abatement Worker Application for Certification Kings Environmental Asbestos Abatement Worker Application for Certification Klamath county School District Klamath county School District	Inspections Quarterly Reporting Ret: 10 Years, Dest Pacific Northwest Environmental Asbestos Abatement Worker Application for Certification Pacific Environmental Group Asbestos Abatement Worker Application for Certification Ret: 10 Years, Dest 3 Kings Environmental 3 Kings Environmental Asbestos Abatement Worker Application for Certification Ret: 10 Years, Dest	Inspections Quarterly Reporting Ret: 10 Years, Dest Pacific Northwest Environmental Asbestos Abatement Worker Application for Certification Pacific Environmental Group Asbestos Abatement Worker Application for Certification 3 Kings Environmental 3 Kings Environmental Asbestos Abatement Worker Application for Certification 3 Kings Environmental Ret: 10 Years, Dest Annual Reporting Ket: 10 Years, Dest Annual Reporting Ket: 10 Years, Dest Annual Reporting Klamath county School District Klamath county School District Klamath county School District

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Schedule Name/ # (select from	Series # (from		Retention period	Contents (any additional description	
dropdown in space below)	schedule)	Series Name (from schedule)	(from schedule)	or attach detailed list)	Date(s)
	38	Klamath county School District			2001
	Continued				
		Asbestos Abatement Worker			
DEQ Special Schedule: 2008-0009	38	Application for Certification	Ret: 10 Years, Des	t Annual Reporting	2000
		Klamath county School District			
		Klamath county School District	t		1999
		Klamath county School District			1998
		Klamath county School District	t		1997
		Klamath county School District	t		1996
		Mamatir County School District			1990

	Autho	orization is by email only, no s	signatures required	1.	
Records destruction procedure		DEQ Retention Schedule		State General Retention Schedule	
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Program staff requesting destruction:	Paula Laswell	Paula Casupel		Date destroyed:	
Approving Manager:	David Anderson	Del Col			
Schedule Name/ # (select from	Series # (from	Course Name (from schodule)	Retention period (from schedule)	Contents (any additional description or attach detailed list)	Data(a)
dropdown in space below)	schedule)	Series Name (from schedule)	(from schedule)	or attach detailed list)	Date(s)
	38	Klamath county School District			1999
	Continued	Mariati County School District			1333
		Klamath county School District			1998
		1 San 3			
	2 2 2	Klamath county School District			1997
		Klamath county School District			1996
		Asbestos Contractors			
DEQ Special Schedule: 2008-0009	43	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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