

FW: Copy of Records Destruction Authorization Form.12.10.21.xlsx

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

Date Thu 1/13/2022 11:21 AM

To CRAIG Barbara J * DEQ <Barbara.J.CRAIG@deq.oregon.gov>

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

 1 attachment (479 KB)

Copy of Records Destruction Authorization Form.12.10.21_encrypted_.pdf;

Approved, thanks

From: CRAIG Barbara J * DEQ <Barbara.J.CRAIG@deq.oregon.gov>

Sent: Thursday, January 13, 2022 10:36 AM

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

Subject: FW: Copy of Records Destruction Authorization Form.12.10.21.xlsx

Hey Leela, I know you've already approved this, but perhaps the approval should follow the manager's signoff. Once you've approved, I'll start destroying records and then let you know when I'm done.

Thanks,

Barbara

From: STEINDORF Chris * DEQ

Sent: Thursday, January 13, 2022 10:24 AM

To: CRAIG Barbara J * DEQ <Barbara.J.CRAIG@deq.oregon.gov>

Subject: RE: Copy of Records Destruction Authorization Form.12.10.21.xlsx

Thanks Barbara

From: CRAIG Barbara J * DEQ <Barbara.J.CRAIG@deq.oregon.gov>

Sent: Wednesday, January 12, 2022 4:10 PM

To: STEINDORF Chris * DEQ <Chris.STEINDORF@deq.oregon.gov>

Subject: Copy of Records Destruction Authorization Form.12.10.21.xlsx

Chris,

Here is the records destruction authorization form for the complaints up through 12/01/11. Please sign and return to me and I'll forward it on to Leela Yellesetty for her approval.

Thank you,

Barbara

DEQ Records Destruction Authorization Form

Before destroying records, email this form to your manager & agency records officer (Leela Yellesetty) 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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Program/section name: WR/Medford Complaints (All Programs) **Date approved by records officer:**

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Program staff requesting destruction:	Barbara Craig	Date destroyed:
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Program staff requesting destruction:	Barbara Craig	Date destroyed:
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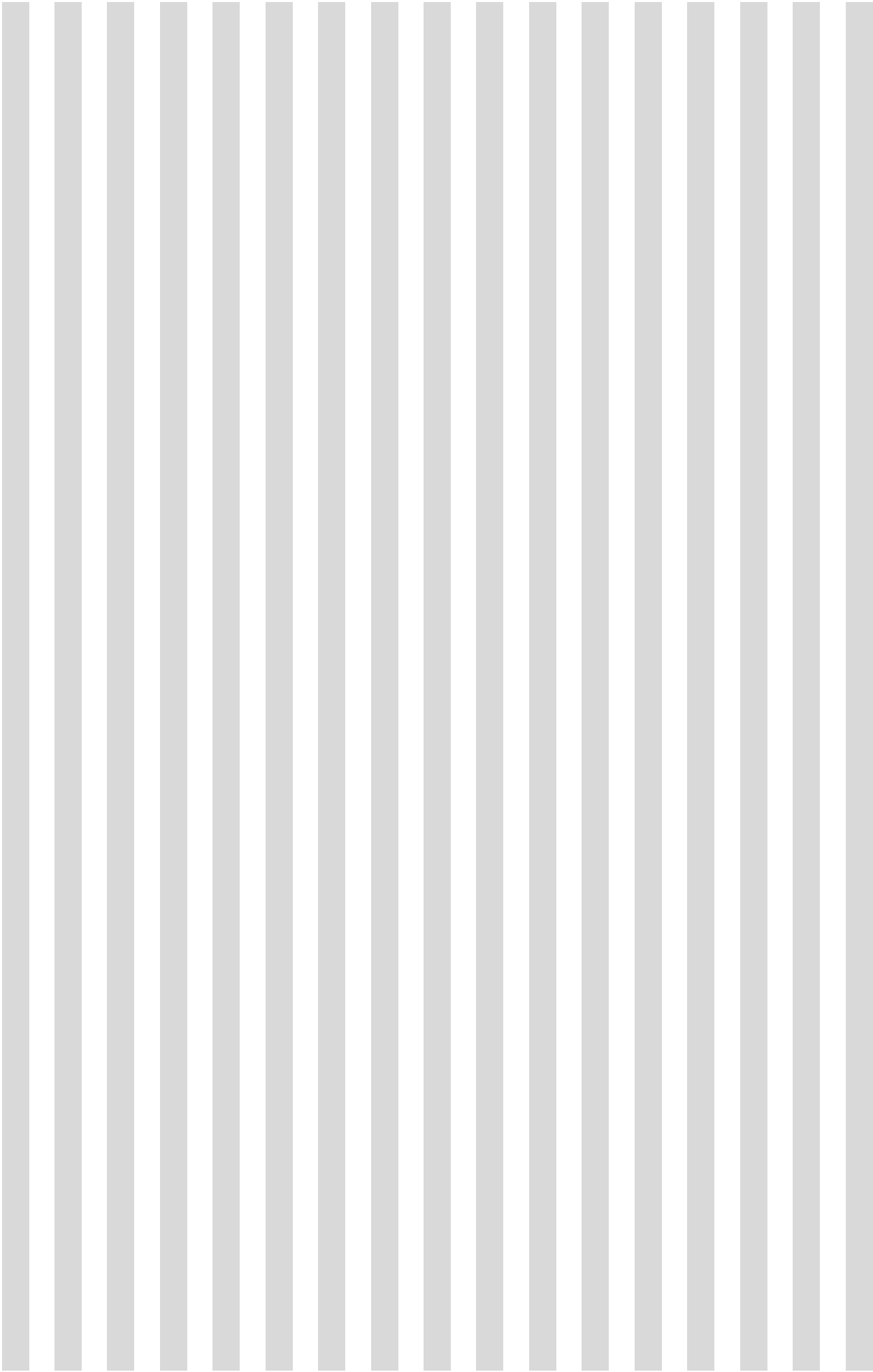
Program staff requesting destruction:	Barbara Craig	Date destroyed:
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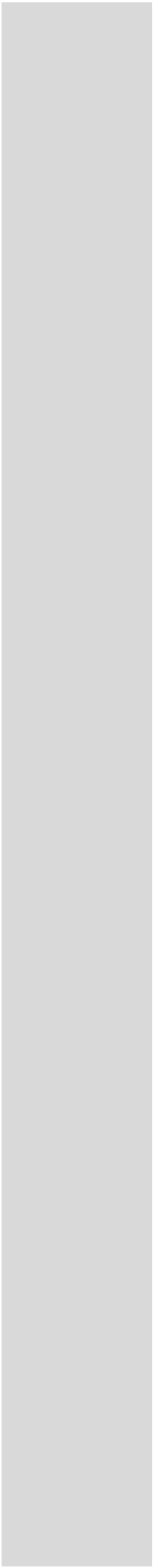
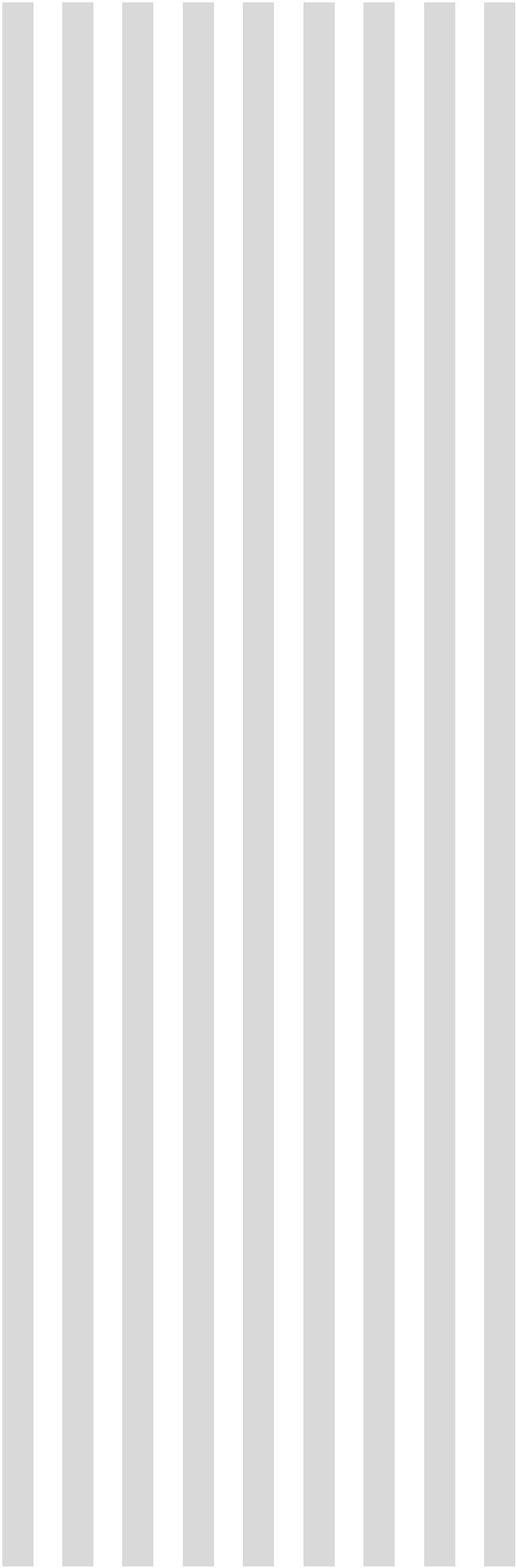
Approving Manager: Chris Steindorf

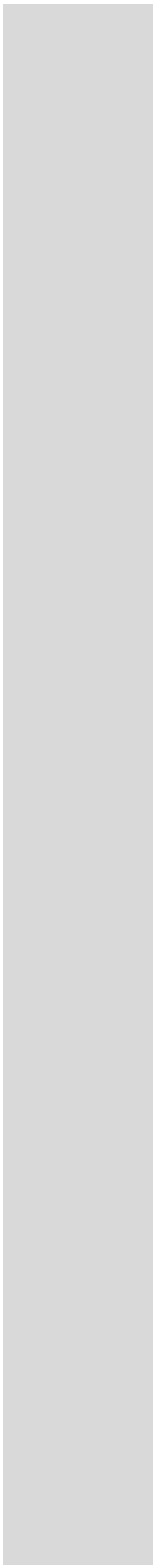
Approving Manager: Chris Steindorf

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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: 2008-0009	42B	Asbestos complaints	10 years	All Complaints for any and all programs (including asbestos, as it has the longest retention schedule of all programs) filed prior to 12/1/2011.	All complaints filed prior to 12/1/2011







Step by Step Instructions for Records Destruction

1. Locate the category of records you want to destroy on the DEQ-specific or state general schedule. Contact the records officer with any questions.
2. Fill in the the form with the information about the files. See example tabs for how to enter the schedule & series information. You may attach a separate detail list rather than re-entering if all records are the same category.
3. Email the form to your manager & the records officer (Leela Yellesetty)
4. Manager & records officer must approve by replying to the email
5. Once approved, destroy records (shred if they contain sensitive info)
6. Email records officer with date of destruction.

[For more detailed instructions see Destruction Procedure](#)

Edition: March 2018

Organizational Placement

Agency: Department of Environm
Division: Land Quality
Section: Cleanup/Emergency Res
Program: Cost Recovery

Program Description

The Cost Recovery program coordinate cleanup of contaminated property. The Management Services Division, Account Cleanup/Emergency Response program

Program Records

Series # → **209** **Cost Recovery Records**
Retain 6 years after costs recover

→ **210** **Direct Labor Summaries**
Retain 6 years, destroy

Retention →

Series Name →

ON STATE ARCHIVES
Records Retention Schedule

Schedule number: 2008-0009

mental Quality

sponse

is efforts to collect funds from parties responsible for
program works closely with Accounting (see
nting) and with Cleanup/Emergency Response (see
t).

me

ered or deemed uncollectible, destroy



Retention starts after last date in file or
other specified date like this

166-300-0015

Administrative Records

Series Name

Series #
(include
letter if
needed-- e.g.
1(a))

(1) Administrative Rule Preparation Records Records document an agency's administrative rules. Administrative rules may include a roster, draft rules and work notes, correspondence, (Notice of Proposed Rulemaking, Notice of Proposed Statement of Need and Justification, Certificate and public comments and testimony. Administrative schedule regardless of whether the rule has been re The Secretary of State maintains the statewide re filed administrative orders. (Retention: (a) Retain he (b) Retain all other Administrative Rule records: 10

(2) Agency Organizational Records Records document an agency. Records may include but are not limited to organization of an agency and/or its divisions and preorganization plans, and other studies related to ac

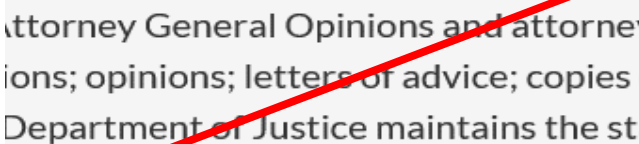
(3) Attorney General Opinions Records document A may include but are not limited to requests for opini and administrative rules; and correspondence. The I (Retention: Retain 10 years, destroy).

Retention

ds document the formulation, development, notice, and filing of an
may be developed through the activities and actions of an agency-
e but are not limited to committee minutes and agendas, committee
copies of administrative orders filed with the Secretary of State
d Rulemaking Hearing, Statement of Need and Fiscal Impact,
d Order for Filing Permanent (or Temporary) Administrative Rules),
e rule preparation records must be retained according to this
numbered, or repealed and re-adopted under a new rule number.
rd copy of the Oregon Administrative Rules, Oregon Bulletin, and
earing audio or videotapes: until transcribed or summarized, destroy;
years after repeal of entire rule, destroy).

ent the organizational arrangement and administrative structure of
to organizational statements, organizational charts depicting the
ograms, studies determining the merit and feasibility of
administrative hierarchy. (Retention: Retain 2 years, destroy).

Attorney General Opinions and attorney's letters of advice. Records
ions; opinions; letters of advice; copies of legislative bills, statutes,
Department of Justice maintains the statewide record copy.



Schedule Name/Number

[select]

DEQ: 2008-0009

Administrative Records : 166-300-0015

Facilities/Property Records: 166-300-0020

Financial Records: 166-300-0025

Information & Records Management Records: 166-300-0030

Payroll Records: 166-300-0035

Personnel Records: 166-300-0040

Risk Management Records: 166-300-0045