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**RE: Seeking authorization for records destruction**

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

**Date** Wed 3/2/2022 2:21 PM

**To** AERNE Melissa \* DEQ <Melissa.AERNE@deq.oregon.gov>; RecordsRequest \* DEQ <recordsrequest@deq.oregon.gov>

 1 attachment (198 KB)

Records Destruction Authorization Form - CSD Policy.XLSX;

Yes perfect, approved!

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**From:** AERNE Melissa \* DEQ <Melissa.AERNE@deq.oregon.gov>

**Sent:** Wednesday, March 2, 2022 2:10 PM

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

**Subject:** RE: Seeking authorization for records destruction

Is this what you are looking for?

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**From:** YELLESETTY Leela \* DEQ <[Leela.YELLESETTY@deq.oregon.gov](mailto:Leela.YELLESETTY@deq.oregon.gov)>

**Sent:** Wednesday, March 2, 2022 11:06 AM

**To:** AERNE Melissa \* DEQ <[Melissa.AERNE@deq.oregon.gov](mailto:Melissa.AERNE@deq.oregon.gov)>

**Subject:** RE: Seeking authorization for records destruction

Unless the drafting process took several years before finalizing, I'm guessing that you can just assume any drafts that were last edited more than a year ago (or could do two to be safe) are past retention. If you want to just say "2020 and prior" on the form that may make it less painful than digging up exact dates!

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**From:** AERNE Melissa \* DEQ <[Melissa.AERNE@deq.oregon.gov](mailto:Melissa.AERNE@deq.oregon.gov)>

**Sent:** Wednesday, March 2, 2022 11:00 AM

**To:** YELLESETTY Leela \* DEQ <[Leela.YELLESETTY@deq.oregon.gov](mailto:Leela.YELLESETTY@deq.oregon.gov)>

**Subject:** RE: Seeking authorization for records destruction

OK. I have a number of policies that were finalized years ago and that haven't been updated. It will take me some time to put that list together, and don't have time at the moment!

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**From:** YELLESETTY Leela \* DEQ <[Leela.YELLESETTY@deq.oregon.gov](mailto:Leela.YELLESETTY@deq.oregon.gov)>

**Sent:** Wednesday, March 2, 2022 10:05 AM

**To:** AERNE Melissa \* DEQ <[Melissa.AERNE@deq.oregon.gov](mailto:Melissa.AERNE@deq.oregon.gov)>

**Subject:** RE: Seeking authorization for records destruction

The draft retention is one year after the finalized. So if that version of the policy was finalized in 2020 then any drafts of that version are eligible for destruction in 2021. (You would put 2020 in the date column and that way I know to count one year from then for retention)

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**From:** AERNE Melissa \* DEQ <[Melissa.AERNE@deq.oregon.gov](mailto:Melissa.AERNE@deq.oregon.gov)>

**Sent:** Wednesday, March 2, 2022 9:10 AM

**To:** YELLESETTY Leela \* DEQ <[Leela.YELLESETTY@deq.oregon.gov](mailto:Leela.YELLESETTY@deq.oregon.gov)>

**Subject:** RE: Seeking authorization for records destruction

How about for drafts – I have many old drafts that would be eligible at this point, even if they are for policies from 2020.

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**From:** YELLESETTY Leela \* DEQ <[Leela.YELLESETTY@deq.oregon.gov](mailto:Leela.YELLESETTY@deq.oregon.gov)>

**Sent:** Wednesday, March 2, 2022 8:54 AM

**To:** AERNE Melissa \* DEQ <[Melissa.AERNE@deq.oregon.gov](mailto:Melissa.AERNE@deq.oregon.gov)>; RecordsRequest \* DEQ

<[recordsrequest@deq.oregon.gov](mailto:recordsrequest@deq.oregon.gov)>; BOLING Brian \* DEQ <[Brian.BOLING@deq.oregon.gov](mailto:Brian.BOLING@deq.oregon.gov)>

**Subject:** RE: Seeking authorization for records destruction

Thanks Melissa, one quick clarification: for the dates column I am looking for the date when the retention period began (so for the first one, when the document was finalized and for the second when the policy was superseded). So only versions of policies that were superseded in 2016 or earlier are eligible for destruction. I know it's a bit confusing because of how the schedule was written, let me know if you have any questions!

Cheers,

Leela

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**From:** AERNE Melissa \* DEQ <[Melissa.AERNE@deq.oregon.gov](mailto:Melissa.AERNE@deq.oregon.gov)>

**Sent:** Monday, February 28, 2022 2:33 PM

**To:** RecordsRequest \* DEQ <[recordsrequest@deq.oregon.gov](mailto:recordsrequest@deq.oregon.gov)>; BOLING Brian \* DEQ <[Brian.BOLING@deq.oregon.gov](mailto:Brian.BOLING@deq.oregon.gov)>

**Subject:** Seeking authorization for records destruction

Brian – seeking authorization to destroy old policy and procedure drafts, and policies that have been superseded.

Kristen and Leela – you know what to do!

Melissa



**Melissa Aerne**

Training/Operations/Policy Manager  
Central Services Division  
Oregon Department of Environmental Quality  
700 NE Multnomah St. Ste 600  
Portland, OR 97232  
Office: 503.229.5155  
Pronouns: She/her/hers [Why share pronouns?](#)

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## RE: Seeking authorization for records destruction

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**From** BOLING Brian \* DEQ <Brian.BOLING@deq.oregon.gov>

**Date** Tue 3/1/2022 7:37 AM

**To** AERNE Melissa \* DEQ <Melissa.AERNE@deq.oregon.gov>; RecordsRequest \* DEQ <recordsrequest@deq.oregon.gov>

This is approved

Brian Boling

Oregon DEQ Central Services

Central Services Division Administrator

[brian.boling@deq.oregon.gov](mailto:brian.boling@deq.oregon.gov)

Office: 503-229-5045

Cell: 503-593-6747

Pronouns: He/Him/His | [Why share pronouns?](#)

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Monique Oliver

Central Services Division Administrator Assistant

503-229-6803

[Oliver.Monique@deq.state.or.us](mailto:Oliver.Monique@deq.state.or.us)

We are in the process of modernizing and upgrading the way we accept, share and process information at DEQ with *Your DEQ Online*: a new centralized hub for communities, businesses and individuals. [Learn more.](#)

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**To:** RecordsRequest \* DEQ <recordsrequest@deq.oregon.gov>; BOLING Brian \* DEQ <Brian.BOLING@deq.oregon.gov>

**Subject:** Seeking authorization for records destruction

Brian – seeking authorization to destroy old policy and procedure drafts, and policies that have been superseded.

Kristen and Leela – you know what to do!

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### Melissa Aerne

Training/Operations/Policy Manager

Central Services Division

Oregon Department of Environmental Quality

700 NE Multnomah St. Ste 600

Portland, OR 97232

Office: 503.229.5155

Pronouns: She/her/hers [Why share pronouns?](#)

# DEQ Records Destruction Authorization Form

**Before** destroying records, email this form to your manager & [RecordsRequest@deq.state.or.us](mailto: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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## State General Retention Schedule

**Approving Manager:** Brian Boling



