

RE: Asbestos Records Destruction

From DAVIS Claudia * DEQ <Claudia.DAVIS@deq.oregon.gov>

Date Tue 3/8/2022 7:30 PM

To HORTON Jennifer * DEQ <Jennifer.HORTON@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

I authorize destroying the asbestos records list on the records destruction form.

Thanks, Claudia

From: HORTON Jennifer * DEQ < Jennifer. HORTON@deq.oregon.gov>

Sent: Monday, March 7, 2022 8:24 AM

To: DAVIS Claudia * DEQ <Claudia.DAVIS@deq.oregon.gov>; RecordsRequest * DEQ

<recordsrequest@deq.oregon.gov>
Subject: Asbestos Records Destruction

Importance: High

Claudia,

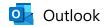
I am planning on cleaning up the asbestos files in Medford in the next week or two. I've attached a Records Destruction Authorization for approval prior to doing so.

Best.

Jennifer Horton Air Quality Coordinator 221 Stewart Ave, Suite 201 Medford, OR 97501 (541) 776-6107

Please note: I am available until noon on Fridays.





RE: Asbestos Records Destruction

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

Date Tue 3/8/2022 3:00 PM

To HORTON Jennifer * DEQ <Jennifer.HORTON@deq.oregon.gov>; DAVIS Claudia * DEQ <Claudia.DAVIS@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Thanks Jennifer! This is approved on my end. Once Claudia reviews and replies with approval you are good to destroy.

From: HORTON Jennifer * DEQ < Jennifer. HORTON@deq.oregon.gov>

Sent: Monday, March 7, 2022 8:24 AM

To: DAVIS Claudia * DEQ <Claudia.DAVIS@deq.oregon.gov>; RecordsRequest * DEQ

<recordsrequest@deq.oregon.gov>
Subject: Asbestos Records Destruction

Importance: High

Claudia,

I am planning on cleaning up the asbestos files in Medford in the next week or two. I've attached a Records Destruction Authorization for approval prior to doing so.

Best,

Jennifer Horton Air Quality Coordinator 221 Stewart Ave, Suite 201 Medford, OR 97501 (541) 776-6107

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DEQ Records Destruction Authorization

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.

State General

Records destruction procedure **DEQ Retention Schedule Retention Schedule** Date approved by Program/section name: **Asbestos Control** records officer: **Program staff requesting** destruction: Jennifer Horton Date destroyed: **Approving Manager:** Claudia Davis **Contents (any** Schedule Name/ # (select from Series # (from **Retention period** additional description dropdown in space below) schedule) Series Name (from schedule) (from schedule) or attach detailed list) Date(s) All Air Clearance Reports filed in the All records DEQ Special Schedule: 2008-Asbestos Air Clearance Medford Office older older than 0009 40 Reports 10 years than 3/1/2012. 3/1/2012 All Asbestos Analysis Reports filed in the All records Medford Office older older than DEQ Special Schedule: 2008-0009 41 **Asbestos Analysis Reports** 10 years than 3/1/2012. 3/1/2012 All Asbestos Complaints filed in the All records DEQ Special Schedule: 2008-Medford Office older older than 0009 42 **Asbestos Complaints** 10 years than 3/1/2012. 3/1/2012

DEQ Special Schedule: 2008- 0009	43	Asbestos Contractors Inspections	10 years	All Asbestos Contractor Inspections filed in the Medford Office older than 3/1/2012.	All records older than 3/1/2012
DEQ Special Schedule: 2008- 0009	44	Asbestos Inspection Records	10 years	All Asbestos Inspection Records filed in the Medford Office older than 3/1/2012.	All records older than 3/1/2012
DEQ Special Schedule: 2008- 0009	45	Asbestos Removal Contractors Enforcement Files	10 years	All Asbestos Removal Contractor Enforcement Files filed in the Medford Office older than 3/1/2012.	All records older than 3/1/2012
DEQ Special Schedule: 2008- 0009	46	Abestos Removal or Encapsulation Notices	10 years	All Asbestos Removal or Encapsulation Notices filed in the Medford Office older than 3/1/2012.	All records older than 3/1/2012

