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**RE: Asbestos Records Destruction**

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**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

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**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.**



State of Oregon  
**DEQ** Department of Environmental Quality

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**RE: Asbestos Records Destruction**

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**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.

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# DEQ Records Destruction Authorization

**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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<b>Program/section name:</b>	Asbestos Control	<b>Date approved by records officer:</b>	
<b>Program staff requesting destruction:</b>	Jennifer Horton	<b>Date destroyed:</b>	
<b>Approving Manager:</b>	Claudia Davis		

<b>Program/section name:</b>	Asbestos Control	<b>Date approved by records officer:</b>	
<b>Program staff requesting destruction:</b>	Jennifer Horton	<b>Date destroyed:</b>	
<b>Approving Manager:</b>	Claudia Davis		

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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	40	Asbestos Air Clearance Reports	10 years	All Air Clearance Reports filed in the Medford Office older than 3/1/2012.	All records older than 3/1/2012
DEQ Special Schedule: 2008-0009	41	Asbestos Analysis Reports	10 years	All Asbestos Analysis Reports filed in the Medford Office older than 3/1/2012.	All records older than 3/1/2012
DEQ Special Schedule: 2008-0009	42	Asbestos Complaints	10 years	All Asbestos Complaints filed in the Medford Office older than 3/1/2012.	All records older than 3/1/2012





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