
RE: Records Destruction - Asbestos

From YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Date Wed 5/4/2022 10:13 AM
To LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>
Cc BAILEY Mark * DEQ <Mark.BAILEY@deq.oregon.gov>; MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

Thanks Paula, this is approved. In future, if you don't mind typing the entries and saving and sending the original excel file that really helps on our end to not have to manually re-enter into the destruction log. There is no need to print and sign anything anymore because approvals are over email.

Thanks!
Leela

From: LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>
Sent: Wednesday, May 4, 2022 9:30 AM
To: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Cc: BAILEY Mark * DEQ <Mark.BAILEY@deq.oregon.gov>
Subject: FW: Records Destruction - Asbestos

From: BAILEY Mark * DEQ <Mark.BAILEY@deq.oregon.gov>
Sent: Monday, May 2, 2022 3:51 PM
To: LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>
Subject: RE: Records Destruction - Asbestos

Thanks Paula I approve. Thanks for doing this!

From: LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>
Sent: Monday, May 2, 2022 3:01 PM
To: BAILEY Mark * DEQ <Mark.BAILEY@deq.oregon.gov>
Subject: RE: Records Destruction - Asbestos

Yes! Here it is. I made the **corrections in RED and initialed** where the corrections took place.

P

From: BAILEY Mark * DEQ <Mark.BAILEY@deq.oregon.gov>
Sent: Monday, May 2, 2022 1:56 PM
To: LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>
Subject: RE: Records Destruction - Asbestos

Thanks. Is there an updated form I need to approve?

From: LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>
Sent: Monday, May 2, 2022 12:57 PM
To: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>; BAILEY Mark * DEQ <Mark.BAILEY@deq.oregon.gov>; SHAFER Erik * DEQ <Erik.SHAFER@deq.oregon.gov>; ANDERSON David * DEQ <David.ANDERSON@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: Records Destruction - Asbestos

All

That one (1) record dated 2018 was mistakenly put on the form and that piece of paper has been removed for retention upon the destruction date for 2024. Thanks
Paula

From: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Sent: Monday, May 2, 2022 11:56 AM
To: BAILEY Mark * DEQ <Mark.BAILEY@deq.oregon.gov>; SHAFER Erik * DEQ <Erik.SHAFER@deq.oregon.gov>; LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>; ANDERSON David * DEQ <David.ANDERSON@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
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Hi all, I spoke with Paula before about this and we had determined the return of fees records could be destroyed per the 6 year retention for financial records. Of course that still means 2018 can't be destroyed yet but anything before 2016 could. If you are aware of a reason we should retain the return of fees info along with the other asbestos records we can hold off and retain for 10 years.

Hope that helps!
Leela

From: BAILEY Mark * DEQ <Mark.BAILEY@deq.oregon.gov>
Sent: Thursday, April 28, 2022 8:42 AM
To: SHAFER Erik * DEQ <Erik.SHAFER@deq.oregon.gov>; LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>; ANDERSON David * DEQ <David.ANDERSON@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: Records Destruction - Asbestos

Thanks Erik.

From: SHAFER Erik * DEQ <Erik.SHAFER@deq.oregon.gov>
Sent: Wednesday, April 27, 2022 9:46 AM
To: BAILEY Mark * DEQ <Mark.BAILEY@deq.oregon.gov>; LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>; ANDERSON David * DEQ <David.ANDERSON@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: Records Destruction - Asbestos

Hello all,

I've attached the retention schedule. It appears asbestos records must be retained for 10 years prior to being destroyed, so anything before 2012 should be able to be destroyed, if I understand correctly. I have also attached the authorization form as well. I hope this helps!

Best,

Erik Shafer
Oregon Department of Environmental Quality

475 NE Bellevue Drive, Suite 110
Bend, OR 97701

Phone: (503) 688-0493

Email: erik.shafer@deq.oregon.gov

From: BAILEY Mark * DEQ <Mark.BAILEY@deq.oregon.gov>
Sent: Wednesday, April 27, 2022 9:38 AM
To: LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>; ANDERSON David * DEQ <David.ANDERSON@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: SHAFER Erik * DEQ <Erik.SHAFER@deq.oregon.gov>
Subject: RE: Records Destruction - Asbestos

Thanks. What is the retention schedule for these files. I'm guessing the 2018 file does not meet it.

From: LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>
Sent: Wednesday, April 27, 2022 8:49 AM
To: ANDERSON David * DEQ <David.ANDERSON@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: BAILEY Mark * DEQ <Mark.BAILEY@deq.oregon.gov>
Subject: Records Destruction - Asbestos

Good morning David, (and Manager of Asbestos Program) Mark Bailey

Attached is a Records Destruction Form for some lingering files that I found laying around on the Asbestos Program. I will need your APPROVAL in order to DESTROY these files. Please respond to this email.

Step by Step Instructions for Records Destruction includes:

Step 1: Fill in the form with the information about the files **DONE**
Step 2: Email the form to your manager and RecordsRequest@deq.state.or.us **DONE**
Step 3: Manager and records officer must approve by replying to the email.
Step 4: Once approved, destroy records (shred if they contain sensitive info)
Step 5: Email RecordsRequest@deq.state.or.us with date of destruction. The records team will file the official record of destruction and approval documentation

Thanks

Paula

RE: Records Destruction - Asbestos

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

Date Mon 5/2/2022 3:05 PM

To LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>; BAILEY Mark * DEQ <Mark.BAILEY@deq.oregon.gov>; SHAFER Erik * DEQ <Erik.SHAFFER@deq.oregon.gov>; ANDERSON David * DEQ <David.ANDERSON@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Thanks Paula, if you can update the spreadsheet and send the new version I can approve for destruction (no need to print and sign, the excel version is preferred!)

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

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Oregon Department of Environmental Quality
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Bend, OR 97701

Phone: (503) 688-0493
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Step 2: Email the form to your manager and RecordsRequest@deq.state.or.us **DONE**
Step 3: Manager and records officer must approve by replying to the email.
Step 4: Once approved, destroy records (shred if they contain sensitive info)
Step 5: Email RecordsRequest@deq.state.or.us with date of destruction. The records team will file the official record of destruction and approval documentation

Thanks

Paula

DEQ Records Destruction Authorization Form

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.

Records destruction procedure

DEQ Retention Schedule

State General Retention Schedule

Program/section name: Air Quality - Asbestos Program

Date approved by records officer: 4/27/2022

Program staff requesting destruction: Paula Laswell

Date destroyed: 4/27/2022

Approving Manager: David Anderson

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 - Inspections - Portland General Electric	10 Years	Quarterly Reporting	1997 - 2011
DEQ Special Schedule: 2008-0009	43	Asbestos Contractors - Inspections - Or Institute of Technology	10 Years	Quarterly Reporting	1997 - 2005
DEQ Special Schedule: 2008-0009	43	Asbestos Contractors - Inspections - Or Institute of Technology	10 Years	Quarterly Reporting	2001; 2007 - 2010
DEQ Special Schedule: 2008-0009	40	Asbestos Air Clearance Reporting, ATEZ Inc.	10 Years	Air Clearance	2001
State General Schedule : 166-300	6	Accounts Payable Reporting	6 Years	Return of Fees/Financial Records	2001; 2013 - 2018
State General Schedule : 166-300	6	Accounts Payable Reporting	6 Years	Return of Fees/Financial Records	1994; 1997; 2000; 2004 - 2005; 2013 - 2018

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.

1 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.

2 3. Email the form to your manager & RecordsRequest@deq.state.or.us

3 4. Manager & records officer must approve by replying to the email

4 5. Once approved, destroy records (shred if they contain sensitive info)

6. Email RecordsRequest@deq.state.or.us with date of destruction. The records team will file the official record of destruction and approval documentation.

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

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Records destruction procedure

DEQ Retention Schedule

State General Retention Schedule

Program/section name:

Air Quality - Asbestos Program

Date approved by records officer:

4/27/2022

Program staff requesting destruction:

Paula Laswell

Date destroyed:

4/27/2022

Approving Manager:

David Anderson

Asbestos Program - Mike Bailey - AQ MGR

Schedule Name/ # (select from dropdown in space below)

Series # (from schedule)

Series Name (from schedule) (from schedule)

Retention period Contents (any additional description or attach detailed list)

Date(s)

DEQ Special Schedule: 2008-0009

43 Electric

10 Years

Quarterly Reporting

1997 - 2011

DEQ Special Schedule: 2008-0009

43 Technology

10 Years

Quarterly Reporting

1997 - 2005

DEQ Special Schedule: 2008-0009

43 Technology

10 Years

Quarterly Reporting

2001; 2007 - 2010

DEQ Special Schedule: 2008-0009

Asbestos Air Clearance
40 Reporting, ATEZ Inc.

10 Years

Air Clearance

2001

State General Schedule : 166-300

6 Accounts Payable Reporting

6 Years

Return of Fees/Financial Records

2001; 2013 - 2018

State General Schedule : 166-300

6 Accounts Payable Reporting

6 Years

Return of Fees/Financial Records

2018

1994; 1997;
2000; 2004 -
2005; 2013 -

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Records destruction procedure

DEQ Retention Schedule

State General Retention Schedule

Program/section name:

Program staff requesting destruction:

Approving Manager:

Date approved by records officer:

Date destroyed:

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)

2008-0009 ✓

043

Asbestos Contractors Inspections - PGE

10 yrs

Quarterly Reporting 2011

2008-0009 ✓

043

Asbestos Contractors Removal Enforcement Files

10 yrs

Quarterly Reporting 1997-2005

2008-0009 ✓

043

Asbestos Contractors Inspections

10 yr

2007-2010, 2001

2008-0009 ✓

040

Asbestos Air Clearance Reports, ATEZ Inc.

10 yr

2001

2008-0009 ✓

06

Annual Financial Reports

2001-2015

Payable Reports Return of Fees

DEQ Records Destruction Authorization Form

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Authorization is by email only, no signatures required.

Records destruction procedure

DEQ Retention Schedule

State General Retention Schedule

Program/section name:

Program staff requesting destruction:

Approving Manager:

Air Quality - Asbestos
Paula Lacey / Cynthia Moore
PAUL ANDERSON - OEDICA MANAGER
ASBESTOS PROGRAM - MARY BAILEY - AQ MGR

Date approved by records officer:

Date destroyed:

Schedule Name/ # (select from dropdown in space below)

Series # (from schedule)

Series Name (from schedule) (from schedule)

Retention period (from schedule)

Contents (any additional description or attach detailed list)

Date(s)

166-300-0010

6

Financial Records
Accounts Payable Reports

1994, 1997

2000,

2004-05

2013-2015

✓ 12008-0009

043

Asbestos Contractors
Inspections - RSE

10yr Quarterly
Reportings

2001-2011