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**RE: PLEASE APPROVE - DO Records Destruction**

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**From** HARMON Gretchen \* DEQ <Gretchen.HARMON@deq.oregon.gov>  
**Date** Thu 6/16/2022 8:47 AM  
**To** YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>; WHITMAN Richard \* DEQ <Richard.WHITMAN@deq.oregon.gov>  
**Cc** MERCER Kristen \* DEQ <Kristen.MERCER@deq.oregon.gov>

Thanks all! ~Gretchen

Gretchen Harmon  
Executive Assistant to Richard Whitman, Director  
Oregon Department of Environmental Quality  
700 NE Multnomah Street, Suite 600  
Portland, OR 97232  
(503) 229-5990 / (503) 805-7968 (cell)  
Gretchen.harmon@deq.oregon.gov  
Pronouns: She, her, hers

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**From:** YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>  
**Sent:** Thursday, June 16, 2022 8:45 AM  
**To:** WHITMAN Richard \* DEQ <Richard.WHITMAN@deq.oregon.gov>; HARMON Gretchen \* DEQ <Gretchen.HARMON@deq.oregon.gov>  
**Cc:** MERCER Kristen \* DEQ <Kristen.MERCER@deq.oregon.gov>  
**Subject:** RE: PLEASE APPROVE - DO Records Destruction

Approved, thanks!

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**From:** WHITMAN Richard \* DEQ <[Richard.WHITMAN@deq.oregon.gov](mailto:Richard.WHITMAN@deq.oregon.gov)>  
**Sent:** Thursday, June 16, 2022 8:27 AM  
**To:** HARMON Gretchen \* DEQ <[Gretchen.HARMON@deq.oregon.gov](mailto:Gretchen.HARMON@deq.oregon.gov)>  
**Cc:** YELLESETTY Leela \* DEQ <[Leela.YELLESETTY@deq.oregon.gov](mailto:Leela.YELLESETTY@deq.oregon.gov)>  
**Subject:** RE: PLEASE APPROVE - DO Records Destruction

Approved. Thanks Gretchen.

rw

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**From:** HARMON Gretchen \* DEQ <[Gretchen.HARMON@deq.oregon.gov](mailto:Gretchen.HARMON@deq.oregon.gov)>  
**Sent:** Wednesday, June 15, 2022 11:49 AM  
**To:** WHITMAN Richard \* DEQ <[Richard.WHITMAN@deq.oregon.gov](mailto:Richard.WHITMAN@deq.oregon.gov)>  
**Cc:** YELLESETTY Leela \* DEQ <[Leela.YELLESETTY@deq.oregon.gov](mailto:Leela.YELLESETTY@deq.oregon.gov)>  
**Subject:** PLEASE APPROVE - DO Records Destruction

Good morning Richard, Please approve the destruction of the Director's office general correspondence from 1/17/2014 – 6/15/2017 and legal documents (DOJ has copies) from 1/21/2014 – 6/1/2017. Thank you! ~Gretchen

Gretchen Harmon  
Executive Assistant to Richard Whitman, Director  
Oregon Department of Environmental Quality  
700 NE Multnomah Street, Suite 600  
Portland, OR 97232  
(503) 229-5990 / (503) 805-7968 (cell)  
[Gretchen.harmon@deq.oregon.gov](mailto:Gretchen.harmon@deq.oregon.gov)  
Pronouns: She, her, hers

# 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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## State General Retention Schedule

**Approving Manager:** \_\_\_\_\_





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## State General Retention Schedule

**Approving Manager:** \_\_\_\_\_

[illegible]



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]