

RE: PLEASE APPROVE - DO Records Destruction

From HARMON Gretchen * DEQ <Gretchen.HARMON@deg.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

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!

From: WHITMAN Richard * DEQ < Richard.WHITMAN@deq.oregon.gov >

Sent: Thursday, June 16, 2022 8:27 AM

To: HARMON Gretchen * DEQ < <u>Gretchen.HARMON@deq.oregon.gov</u>> **Cc:** YELLESETTY Leela * DEQ < <u>Leela.YELLESETTY@deq.oregon.gov</u>>

Subject: RE: PLEASE APPROVE - DO Records Destruction

Approved. Thanks Gretchen.

rw

From: HARMON Gretchen * DEQ < Gretchen. HARMON@deq.oregon.gov >

Sent: Wednesday, June 15, 2022 11:49 AM

To: WHITMAN Richard * DEQ <<u>Richard.WHITMAN@deq.oregon.gov</u>> **Cc:** YELLESETTY Leela * DEQ <<u>Leela.YELLESETTY@deq.oregon.gov</u>>

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
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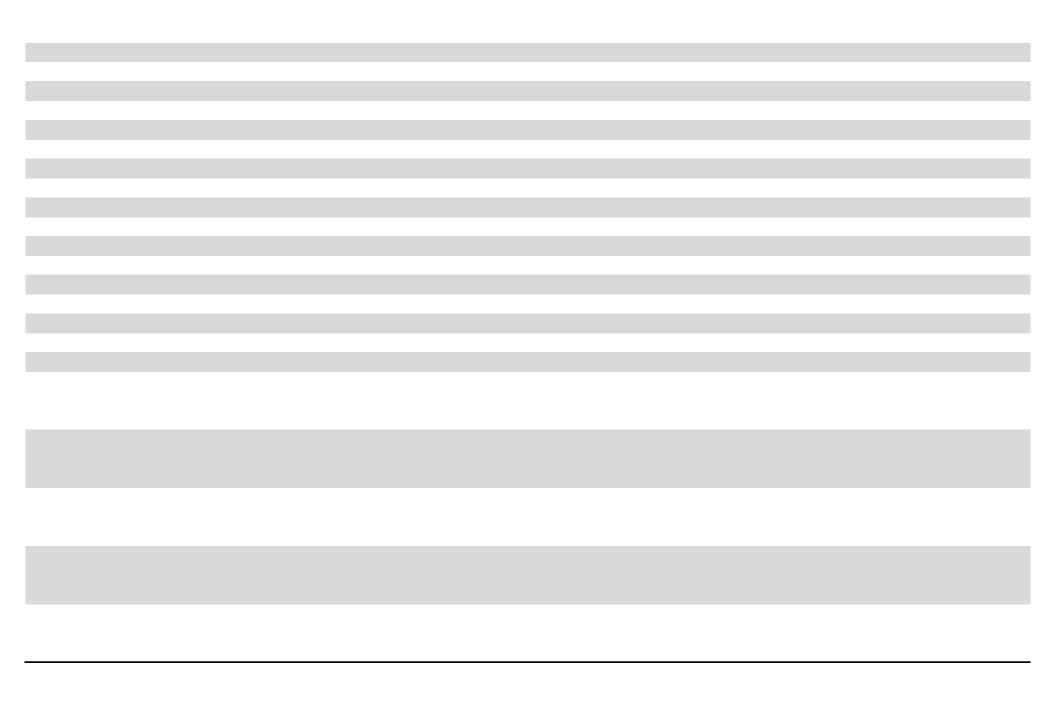
DEQ Records Destruction Authorization Form

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		
Program/section name:	DEQ Director's C	Office	Date approved by records officer: Date destroyed:			
Program staff requesting destruction: Approving Manager:	Gretchen Harmo	on				
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: 2008-0009	166-300-0015	Litigation Records	5 years after case closed; DOJ has copies of all records	Director's Office Legal Documents	1/21/2014 - 6/1/2017	
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Records destruction procedure	DEQ Retention Schedule		State General Retention Schedule		
Program/section name:	DEQ Director's C	Office	Date approved by records officer:		
Program staff requesting destruction: Approving Manager:	Gretchen Harmon			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)
DEQ: 2008-0009	166-300-0015	Correspondence	5 years	Director's Office Correspondence	1/17/2014 - 6/15/2017



