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**RE: Records Destruction Authorization Form**

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**From** BAILEY Mark \* DEQ <Mark.BAILEY@deq.oregon.gov>

**Date** Wed 8/3/2022 4:24 PM

**To** YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>; FERRIS Cynthia \* DEQ <Cynthia.FERRIS@deq.oregon.gov>; RecordsRequest \* DEQ <recordsrequest@deq.oregon.gov>

Thanks all.

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

**Sent:** Wednesday, August 3, 2022 4:22 PM

**To:** FERRIS Cynthia \* DEQ <Cynthia.FERRIS@deq.oregon.gov>; RecordsRequest \* DEQ <recordsrequest@deq.oregon.gov>

**Cc:** BAILEY Mark \* DEQ <Mark.BAILEY@deq.oregon.gov>

**Subject:** RE: Records Destruction Authorization Form

Approved, thanks!

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**From:** FERRIS Cynthia \* DEQ <[Cynthia.FERRIS@deq.oregon.gov](mailto:Cynthia.FERRIS@deq.oregon.gov)>

**Sent:** Wednesday, August 3, 2022 3:22 PM

**To:** RecordsRequest \* DEQ <[recordsrequest@deq.oregon.gov](mailto:recordsrequest@deq.oregon.gov)>

**Cc:** BAILEY Mark \* DEQ <[Mark.BAILEY@deq.oregon.gov](mailto:Mark.BAILEY@deq.oregon.gov)>

**Subject:** FW: Records Destruction Authorization Form

Hello,

Attached is a Records Destruction Authorization form and manager approval below.

Please let me know if there is anything else you require.

Thank you,

*Cynthia Ferris*

Office Specialist

Department of Environmental Quality

Eastern Region – Bend

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**From:** BAILEY Mark \* DEQ <[Mark.BAILEY@deq.oregon.gov](mailto:Mark.BAILEY@deq.oregon.gov)>

**Sent:** Friday, July 29, 2022 1:25 PM

**To:** FERRIS Cynthia \* DEQ <[Cynthia.FERRIS@deq.oregon.gov](mailto:Cynthia.FERRIS@deq.oregon.gov)>

**Subject:** RE: Records Destruction Authorization Form

Thanks Cynthia, I approve of destroying these files.

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**From:** FERRIS Cynthia \* DEQ <[Cynthia.FERRIS@deq.oregon.gov](mailto:Cynthia.FERRIS@deq.oregon.gov)>  
**Sent:** Wednesday, July 27, 2022 12:03 PM  
**To:** BAILEY Mark \* DEQ <[Mark.BAILEY@deq.oregon.gov](mailto:Mark.BAILEY@deq.oregon.gov)>  
**Subject:** FW: Records Destruction Authorization Form

Hi Mark,

Just checking on the status of this one.

I saw Leela's email from last week that she does not need the form signed, but still need your approval.

Thank you,

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**From:** FERRIS Cynthia \* DEQ  
**Sent:** Friday, July 15, 2022 11:23 AM  
**To:** BAILEY Mark \* DEQ <[Mark.BAILEY@deq.oregon.gov](mailto:Mark.BAILEY@deq.oregon.gov)>  
**Subject:** Records Destruction Authorization Form

Hi Mark,

Attached is the completed Records Destruction Authorization form which Nancy has reviewed.

The instructions state to send the form via email to the manager and Leela Yellesetty at the same time. Then the manager reviews and replies all to authorize. I wanted to check with you first before I did that.

Thank you,

*Cynthia Ferris*

# 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:** Air Quality/Asbestos Control

<b>Program staff requesting destruction:</b>	<u>Mark Bailey; Cynthia Ferris</u>
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**Approving Manager:** Mark Bailey

**Date approved by records officer:**

**Date destroyed:**

Schedule Name/ # (select from dropdown)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents (any additional description or attach detailed list)	Date(s)
DEQ: 2008-0009		Asbestos Removal Contractors 45 Enforcement Files	Destroy after 10 years	Contents include DEQ asbestos inspector, Frank Messina's EPA/DEQ asbestos control enforcement files which concluded with 2006 EPA complaint to U.S. District Court. Case was against Cook Development Corporation and Birch Creek Construction Inc, regarding Commodore Apartments, The Dalles, Oregon.	2001 - 2006



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