
RE: Records Destruction Authorization Form

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

Date Wed 7/20/2022 4:37 PM

To BAILEY Mark * DEQ <Mark.BAILEY@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Cc LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>; FERRIS Cynthia * DEQ <Cynthia.FERRIS@deq.oregon.gov>

I also approve!

Mark, for future reference there's no need to sign—just need an email approval and Kristen will file it with the destruction record.

Cheers,
Leela

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

Sent: Wednesday, July 20, 2022 2:20 PM

To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Cc: LASWELL Paula * DEQ <Paula.LASWELL@deq.oregon.gov>; FERRIS Cynthia * DEQ <Cynthia.FERRIS@deq.oregon.gov>

Subject: FW: Records Destruction Authorization Form

Here you go

From: BAILEY Mark * DEQ

Sent: Wednesday, July 20, 2022 11:47 AM

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

Subject: Records Destruction Authorization Form

Thanks Paula and Cynthia. I didn't see any place for me to sign the form, so I signed it under the Approving Manager. I approve of destroying these records.

Take care.

Mark Bailey

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:	Asbestos Program	Date approved by records officer:	
Program staff requesting destruction:	Paula Laswell	Date destroyed:	
Approving Manager:	Mark Bailey or David Anderson		
	<i>Mark Bailey</i>		
	7/20/2022		

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)	Date Destroyed
DEQ Special Schedule: 2008-0009	45	Decorative Bark Enforcement	10 Yrs	Asbestos Removal Contractors Enforcement Files	6-10-09 - 9-23-09	
DEQ Special Schedule: 2008-0009	45	65725 Gerkin Mkt Rd	10 Yrs	Asbestos Removal Contractors Enforcement Files	9-1-09 - 9-25-09	
DEQ Special Schedule: 2008-0009	45	Black Butte Ranch Asbestos	10 Yrs	Asbestos Removal Contractors Enforcement Files	6-25-09 - 10-26-09	
DEQ Special Schedule: 2008-0009	45	Deschutes County General Abestos Enforcement Docs	10 Yrs	Asbestos Removal Contractors Enforcement Files	4-18-06 - 4-15-06	1/0/1900
DEQ Special Schedule: 2008-0009	45	Bend Senior High Asbestos Enforcement Doc	10 Yrs	Asbestos Removal Contractors Enforcement Files	9-4-09 - 2-4-09	1/0/1900
DEQ Special Schedule: 2008-0009	45	E Meadow Rd Sunriver Asbestos Enforcement	10 Yrs	Asbestos Removal Contractors Enforcement Files	2-5-09 - 6-11-09	1/0/1900
DEQ Special Schedule: 2008-0009	45	ODOT Redmond Enforcement	10 Yrs	Asbestos Removal Contractors Enforcement Files	10-26-04 - 2-23-07	1/0/1900

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