
RE: Records Destruction Authorization Form 9-2-2022.xlsx

From YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Date Fri 9/30/2022 4:07 PM
To OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>
Cc ECKLUND Dawn * DEQ <Dawn.ECKLUND@deq.oregon.gov>

Approved, thanks!

From: OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>
Sent: Thursday, September 29, 2022 4:42 PM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>
Cc: ECKLUND Dawn * DEQ <Dawn.ECKLUND@deq.oregon.gov>
Subject: RE: Records Destruction Authorization Form 9-2-2022.xlsx

Thank you, for the guidance. Appreciated.

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Thursday, September 29, 2022 4:40 PM
To: OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>; BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>
Cc: ECKLUND Dawn * DEQ <Dawn.ECKLUND@deq.oregon.gov>
Subject: RE: Records Destruction Authorization Form 9-2-2022.xlsx

Hello!

Leela will review and approve or ask questions and once she's done that you will be able to move forward with destroying the records.

From: OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>
Sent: Thursday, September 29, 2022 4:38 PM
To: BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: ECKLUND Dawn * DEQ <Dawn.ECKLUND@deq.oregon.gov>
Subject: RE: Records Destruction Authorization Form 9-2-2022.xlsx

I will go over notes and QNet information and see what to do next.

Thank you-

From: BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>
Sent: Thursday, September 29, 2022 4:33 PM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; OLINGER Barbara * DEQ

<Barbara.OLINGER@deq.oregon.gov>

Cc: ECKLUND Dawn * DEQ <Dawn.ECKLUND@deq.oregon.gov>

Subject: RE: Records Destruction Authorization Form 9-2-2022.xlsx

Approved, thank you.

Tammy Brewer

Pronouns: she/her

Business Operations Supervisor

Oregon DEQ Vehicle Inspection Program

Clackamas CAS & Technical Center

Office: 503-723-0534

Mobile: 503-260-5564

From: ECKLUND Dawn * DEQ <Dawn.ECKLUND@deq.oregon.gov>

Sent: Wednesday, September 28, 2022 10:01 AM

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

Cc: OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>

Subject: Records Destruction Authorization Form 9-2-2022.xlsx

Hello,

I am sending this for Barbara Olinger as her computer is down at this time.

Thank you,

Dawn Ecklund

Administrative Specialist II

DEQ/Vehicle Inspection Program

1240 SE 12th Avenue

Portland, OR 97214

971-673-1634 Office

503-314-6386 Cell

Pronouns: She, Her, Hers

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: DEQ VEHICLE INSPECTION PROGRAM **Date approved by records officer:** _____

Program staff requesting destruction: BARBARA OLINGER **Date destroyed:** _____

Approving Manager: TAMMY BREWER

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	147	Vehicle Emissions Inspection Records	3 YRS.	VIP Gresham Clean Air Station - emission certificate office copies	05/01/18 - 06/30/19
DEQ Special Schedule: 2008-0009	147	Vehicle Emissions Inspection Records	3 YRS.	VIP Clackamas Clean Air Station - emission certificate office copies	08/01/18 - 12/31/18
DEQ Special Schedule: 2008-0009	147	Vehicle Emissions Inspection Records	3 YRS.	VIP Sunset Clean Air Station - emission certificate office copies	11/16/16 - 11/30/16
DEQ Special Schedule: 2008-0009	147	Vehicle Emissions Inspection Records	3 YRS.	VIP Sunset Clean Air Station - emission certificate office copies	01/02/18 - 12/31/18
DEQ Special Schedule: 2008-0009	147	Vehicle Emissions Inspection Records	3 YRS.	VIP Sherwood Clean Air Station - emission certificate office copies	10/01/18 - 06/29/19
DEQ Special Schedule: 2008-0009	147	Vehicle Emissions Inspection Records	3 YRS.	VIP Dealership Mobile Van testing - emissions certificate office copies	05/01/18 - 06/30/19
DEQ Special Schedule: 2008-0009	147	Vehicle Emissions Inspection Records	3 YRS.	VIP Medford Clean Air Station - emission certificate office copies	01/02/18 - 12/31/18
DEQ Special Schedule: 2008-0009	147	Vehicle Emissions Inspection Records	3 YRS.	VIP Clean Air Station - All locations - customer comment card replies	01/02/18 - 12/31/18

