
RE: Requesting approval for a records destruction

From YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Date Wed 1/4/2023 8:45 AM
To MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>; AERNE Melissa * DEQ <Melissa.AERNE@deq.oregon.gov>
Cc RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Approved!

From: MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>
Sent: Tuesday, January 3, 2023 12:08 PM
To: AERNE Melissa * DEQ <Melissa.AERNE@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: Requesting approval for a records destruction

Hello!

Requesting approval to destroy some general computer system records. Please review the attached list of records for this destruction request. If you approve please reply to this email with your approval.

Thank You!

(this batch is mainly CDs which Monty said can be thrown in the trash....I will triple confirm that before I do the actual destruction)

FW: Requesting approval for a records destruction

From MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

Date Tue 1/3/2023 1:08 PM

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

Please see manager approval below

From: AERNE Melissa * DEQ <Melissa.AERNE@deq.oregon.gov>

Sent: Tuesday, January 3, 2023 1:04 PM

To: MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

Subject: RE: Requesting approval for a records destruction

This is approved.

Melissa



Melissa Aerne

Training/Operations/Policy Manager
Central Services Division
Oregon Department of Environmental Quality
700 NE Multnomah St. Ste 600
Portland, OR 97232
Cell: 503.841.4248
Office: 503.229.5155
Pronouns: She/her/hers [Why share pronouns?](#)

From: MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

Sent: Tuesday, January 3, 2023 12:08 PM

To: AERNE Melissa * DEQ <Melissa.AERNE@deq.oregon.gov>

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

Subject: Requesting approval for a records destruction

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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:	<u>CSD/TOPS</u>	Date approved by records officer:	<u> </u>
Program staff requesting destruction:	<u>Kristen Mercer</u>	Date destroyed:	<u> </u>
Approving Manager:	<u>Melissa Aerne</u>		

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)
State General Schedule : 166-300	0030(2)	Computer System Program Documenta	Retain 1 year after life of system, destroy	Various commercial off the shelf program CDs and diskettes (example drivers for printers, Adobe Acrobat, etc)	early 2000s
State General Schedule : 166-300	0030(2)	Computer System Program Documentation		Computer system securty updates CDs	early 2000s
State General Schedule : 166-300	0030(2)	Computer System Program Documentation		Server setup commercial software	early 2000s
State General Schedule : 166-300	0030(2)	Computer System Program Documentation		Computer restoration CDs	early 2000s
State General Schedule : 166-300	0030(2)	Computer System Program Documentation		Commercial operating system CDs	early 2000s



