

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>

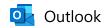
Subject: Requesting approval for a records destruction

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 Youl

(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

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.

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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:	CSD/TOPS			_Date approved by records officer:	
Program staff requesting destruction:	Kristen Mercer			_Date destroyed:	
Approving Manager:	Melissa Aerne			-	
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)
			Retain 1 year after life of system,	Various commercial off the shelf program CDs and diskettes (example drivers for printers, Adobe Acrobat,	
State General Schedule : 166-300	0030(2)	Computer System Program Document	a destroy	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 Document	cation	Computer restoration CDs	early 2000s
State General Schedule : 166-300	0030(2)	Computer System Program Document	ation	Commercial operating system CDs	early 2000s



