
RE: HR Records Destruction Authorization Form 2023

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

Date Thu 3/30/2023 4:12 PM

To ROBERTSON Penny * DEQ <Penny.ROBERTSON@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; GRIFFIN Tai * DEQ <Tai.GRIFFIN@deq.oregon.gov>

Approved, thanks!

From: ROBERTSON Penny * DEQ <Penny.ROBERTSON@deq.oregon.gov>

Sent: Thursday, March 30, 2023 4:11 PM

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

Subject: RE: HR Records Destruction Authorization Form 2023

Yes, I approve.

Penny Robertson
Oregon DEQ Human Resources and Payroll
Human Resources and Payroll Manager
Penny.robertson@deq.oregon.gov
Cell: 503-446-7244
Pronouns: She/Her/Hers | [Why share pronouns?](#)

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

Sent: Thursday, March 30, 2023 4:08 PM

To: GRIFFIN Tai * DEQ <Tai.GRIFFIN@deq.oregon.gov>; ROBERTSON Penny * DEQ <Penny.ROBERTSON@deq.oregon.gov>

Subject: FW: HR Records Destruction Authorization Form 2023

Hello!

Apologies if I missed an earlier email but I don't have a record of manager approval. If you could reply with approval (or not approval) then we will get the records office approval. Once we have all the approvals I can add this to our destruction log and destroying the records can move forward.

Thank You!

Kristen

From: GRIFFIN Tai * DEQ <Tai.GRIFFIN@deq.oregon.gov>

Sent: Thursday, March 16, 2023 2:25 PM

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

Subject: HR Records Destruction Authorization Form 2023

Hi Penny and Records Team,

Please see attached Records Destruction Authorization Form. Please review and reply with your approval if everything looks compliant. Here's the snip from the procedure document on what to look for:

4. Manager review and approval	Manager reviews the authorization form to determine if any items are subject to current or reasonably anticipated litigation, or any other business reason why the records may not be destroyed. If not, the manager replies all to authorize the destruction.
5. Records officer review and approval	Records officer reviews the authorization form to confirm that all items are due for destruction according to the schedule and checks against agency list of active litigation holds. If not, records officer replies all to authorize the destruction.

Thanks,



Tai Griffin

HR Assistant
Human Resources
Oregon Department of Environmental Quality
700 NE Multnomah St. Ste 600
Portland, OR 97232
Office: 503.229.6441
Pronouns: He/him or they/them [Why share pronouns?](#)

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: Human Resources **Date approved by records officer:** _____

Program staff requesting destruction: Tai Griffin/Grecia Lora Motz **Date destroyed:** _____

Approving Manager: Penny Robertson

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	0040 (9)(b)	Employee Personnel Records	3	140 Personnel Files (separated 2016-2019)	2016-2019
State General Schedule : 166-300	0040 (19)(b)	Recruitment and Selection Records	2	60 Recruitment Files (graded applications, rejected applications, interview notes, and tests 2016-2020)	2016-2020
State General Schedule : 166-300	0040 (19)(d)	Recruitment and Selection Records	3	463 Recruitment Files (position filled or cancelled 2016-2019)	2016-2019



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