

RE: Records Destruction Authorization Form 4-6-2023

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

Date Thu 4/6/2023 12:21 PM

To OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>

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

Approved, thanks!

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

Sent: Thursday, April 6, 2023 12:02 PM

To: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>

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

<Barbara.OLINGER@deq.oregon.gov>

Subject: Records Destruction Authorization Form 4-6-2023

Good afternoon Leela,

Please see the attached document, for your approval.

Enjoy your day-Barbara

Barbara A. Olinger

Administration Office

Department of Environmental Quality-V.I.P.

P: 971-673-1668

From: BREWER Tammy * DEQ < <u>Tammy.BREWER@deq.oregon.gov</u>>

Sent: Thursday, April 6, 2023 11:56 AM

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

Subject: FW: REVISED - Records Destruction Authorization Form 4-6-2023

Approved, thank you!

Tammy Brewer

Business Operations Supervisor

Oregon Department of Environmental Quality

Vehicle Inspection Program



1240 SE 12th Ave Portland, Oregon 97214 Mobile: 503-260-5564 Pronouns: She/Her/Hers

From: OLINGER Barbara * DEQ < <u>Barbara.OLINGER@deq.oregon.gov</u>>

Sent: Thursday, April 6, 2023 11:45 AM

To: BREWER Tammy * DEQ < <u>Tammy.BREWER@deq.oregon.gov</u>> **Subject:** REVISED - Records Destruction Authorization Form 4-6-2023

Please see revised document, for approval.

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.

<u>Records destruction procedure</u>		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 BREW	/ER		_		
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	1	VEHCILE EMISSIONS .47 INSPECTION RECORDS	3 YRS.	ALL V.I.P. LOCATIONS	1-1-2019 -	2-28-2020

