

RE: WQ training/instructional records destruction

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

Date Mon 5/1/2023 4:39 PM

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

Approved!

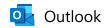
From: MERCER Kristen * DEQ < Kristen. MERCER@deq.oregon.gov>

Sent: Friday, April 28, 2023 7:25 AM

To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov> **Subject:** RE: WQ training/instructional records destruction

With corrected series name

Destruction request for WQ training/instructional records Please see manager approval email attached to this email.



RE: General training/instructional materials seeking destruction approval

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

Date Thu 4/27/2023 5:18 PM

To AERNE Melissa * DEQ < Melissa. AERNE@deq.oregon.gov>; MERCER Kristen * DEQ

<Kristen.MERCER@deq.oregon.gov>

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

Approved!

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

Sent: Wednesday, April 26, 2023 4:06 PM

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

Subject: RE: General training/instructional materials seeking destruction approval

This is approved.



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: Wednesday, April 26, 2023 4:04 PM

To: AERNE Melissa * DEQ < <u>Melissa.AERNE@deq.oregon.gov</u>> **Cc:** RecordsRequest * DEQ < <u>recordsrequest@deq.oregon.gov</u>>

Subject: General training/instructional materials seeking destruction approval

Second attempt with correct attachment

Hello!

There is one more general batch of training/instructional materials that I am seeking your approval (this does not include the WQ that we got approval from MK). Please reply all with your approval (or non-approval). Also, please let me know if you would like to see these materials.

Thank You!

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 Agency Wide			_ Date approved by records officer:	
Program staff requesting destruction: Approving Manager:	Kristen Mercer Melissa Aerne			Date destroyed:	
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	0015(7)	Administrative Records	5 years	Various Instructional Training Materials	1996-2007



