
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 <Melissa.AERNE@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
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](#)

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[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:	Kristen Mercer	Date destroyed:	
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Approving Manager: Melissa Aerne

[illegible]



