
RE: destroy records request

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

Date Wed 5/31/2023 8:23 AM

To MRAZIK Steve * DEQ <Steve.MRAZIK@deq.oregon.gov>; FONSECA Marilyn * DEQ <Marilyn.FONSECA@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Approved, thanks!

From: MRAZIK Steve * DEQ <Steve.MRAZIK@deq.oregon.gov>

Sent: Wednesday, May 24, 2023 4:28 PM

To: FONSECA Marilyn * DEQ <Marilyn.FONSECA@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Subject: FW: destroy records request

Greetings Marilyn

Just wanted to follow up on our conversation and your email below. Thanks for preparing the enclosed form, discussing the topic, and showing me the notebooks. I approve of this records destruction request.

Cheers!
Steve

From: FONSECA Marilyn * DEQ <Marilyn.FONSECA@deq.oregon.gov>

Sent: Wednesday, May 24, 2023 4:14 PM

To: MRAZIK Steve * DEQ <Steve.MRAZIK@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Cc: FONSECA Marilyn * DEQ <Marilyn.FONSECA@deq.oregon.gov>

Subject: destroy records request

Good afternoon Steve – I have notebooks from a permitting project I worked on several years ago. I was the project manager of an effort to have all programs (air, land and water) develop and implement schedules for permits and inspections. The final versions of the schedules are in each program. There are also files in my e: drive. I am requesting to destroy notebooks from the project. Please review the attachment and approve by responding to this email.

Thank you,

Marilyn Fonseca
Oregon Department of Environmental Quality
Northwest Region Water Quality
Marilyn.Fonseca@deq.oregon.gov
Cell: 503-348-9705 (currently teleworking)
Office: 503-229-6804

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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Program/section name: 401 Hydro/WQ401 & TMDL **Date approved by records officer:**

Program staff requesting destruction:	Marilyn Fonseca	Date destroyed:
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Approving Manager: Steve Mrazik

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