
FW: HR File Destruction Request

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

Date Wed 7/12/2023 3:10 PM

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

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

Sent: Thursday, July 6, 2023 5:52 PM

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

Subject: RE: HR File Destruction Request

Approved.

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: WILBANKS Willa * DEQ <Willa.WILBANKS@deq.oregon.gov>

Sent: Thursday, July 6, 2023 3:57 PM

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

Subject: HR File Destruction Request

Hi Leela,

I'm helping out HR with a file room project where we are going through all of their cabinets and boxes, in which we discovered a large amount of files and papers that are way past their retention dates. Things like interview notes, old employee files, job postings, etc. I'm not sure what each floor's shredding containers look like as far as available space, but we may need to call in a service, if containers are too full or we can't utilize them.

Penny, please take a look at this authorization form and reply to all to let us know if you approve.

Leela, let me know if you need more information.

Thank you!

Willa Wilbanks (she/her)

Diversity, Equity, and Inclusion Analyst

DEQ Central Services Division

700 NE Multnomah St Ste 600

Portland OR 97232

Re: HR File Destruction Request

From WILBANKS Willa * DEQ <Willa.WILBANKS@deq.oregon.gov>

Date Fri 7/7/2023 9:53 AM

To YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>; ROBERTSON Penny * DEQ <Penny.ROBERTSON@deq.oregon.gov>

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

Hi Leela,

Yes, these are records of previous employees who departed the agency in 2013 and prior. Thank you! I'll reach out to Monty to see what he recommends.

Willa

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

Sent: Thursday, July 6, 2023 4:23 PM

To: WILBANKS Willa * DEQ <Willa.WILBANKS@deq.oregon.gov>; ROBERTSON Penny * DEQ <Penny.Robertson@deq.oregon.gov>

Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; GRUBBS Monty * DEQ <Monty.GRUBBS@deq.oregon.gov>

Subject: RE: HR File Destruction Request

Hi Willa,

Looks good to me, only thing I want to confirm is for the first one (the 10 year records) is those are based on the termination date—so these should all be employees who left the agency prior to 2013? Once you confirm that and Penny approves you can proceed with the destruction.

I'm also looping Monty in who manages our shredding contract, he should be able to assist with additional containers if needed.

Cheers,
Leela

From: WILBANKS Willa * DEQ <Willa.WILBANKS@deq.oregon.gov>

Sent: Thursday, July 6, 2023 3:57 PM

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

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Thank you!

Willa Wilbanks (she/her)

Diversity, Equity, and Inclusion Analyst

DEQ Central Services Division

700 NE Multnomah St Ste 600

Portland OR 97232

503-347-0029

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:	<u>Human Resources/CSD</u>	Date approved by records officer:	<u> </u>
Program staff requesting destruction:	<u>Willa Wilbanks</u>	Date destroyed:	<u> </u>
Approving Manager:	<u>Penny Robertson</u>		

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)(a)	Employee Personnel Records	10 years	35 files	7/6/2013
State General Schedule : 166-300	0040(9)(a)	Employee Personnel Records	3 years	414 files - lots of files kept beyond 3 years	7/6/2020
State General Schedule : 166-300	0040(19)(b)	Recruitment and Selection	2 years	1210 files - lots of files kept beyond 2 years	7/6/2021
State General Schedule : 166-300	0040(8)(c)	Employee Medical Records	3 years	44 files	7/6/2020



