
Fwd: Copy of Records Destruction Authorization Form 9-30-2023.xlsx

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

Date Thu 10/5/2023 1:45 PM

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

 1 attachment (200 KB)

Copy of Records Destruction Authorization Form 9-30-2023.xlsx;

Approved, thank you.

Sent via the Samsung Galaxy XCover Pro, an AT&T 4G LTE smartphone
Get [Outlook for Android](#)

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

Sent: Wednesday, September 27, 2023 3:28:58 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>

Subject: RE: Copy of Records Destruction Authorization Form 9-30-2023.xlsx

Approved from my end, thanks!

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

Sent: Wednesday, September 27, 2023 2:34 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: Copy of Records Destruction Authorization Form 9-30-2023.xlsx

Good afternoon Leela,

Sending the attached Records Destruction Authorization Form, for your approval.

Much thanks-
Barbara

Barbara A. Olinger

Administration Office

Department of Environmental Quality-V.I.P.

P: 971-673-1668

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](#)

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.

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 BREWER		

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	147	VEHICLE EMISSIONS INSPECTION RECORDS	3 YRS.	ALL V.I.P. LOCATIONS	1-1-2019 - 9-30-2020