
RE: Copy of Records Destruction Authorization Form 11-30-2023.xlsx

From BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>
Date Wed 11/22/2023 2:51 PM
To OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>
Cc YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Approved, thank you!

Tammy

From: OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>
Sent: Wednesday, November 22, 2023 2:18 PM
To: BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>
Cc: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: FW: Copy of Records Destruction Authorization Form 11-30-2023.xlsx

For your approval, please.

From: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Sent: Wednesday, November 22, 2023 1:58 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 11-30-2023.xlsx

Approved, thanks!

From: OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>
Sent: Wednesday, November 22, 2023 1:22 PM
To: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Cc: BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>
Subject: Copy of Records Destruction Authorization Form 11-30-2023.xlsx

Hello Leela,

For your approval, please.



Have a good afternoon-Barbara

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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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 - 11-30-2020