
RE: Copy of Records Destruction Authorization Form 12-31-2023.xlsx

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

Date Thu 11/30/2023 3:11 PM

To YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>; OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>

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

 1 attachment (222 KB)

Copy of Records Destruction Authorization Form 12-31-2023.xlsx;

Approved, thanks.

Tammy

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

Sent: Thursday, November 30, 2023 1:59 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 12-31-2023.xlsx

I'm never too tired to support good records management 😊 Approved, thank you!

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

Sent: Thursday, November 30, 2023 1:54 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 12-31-2023.xlsx

Hi Leela,

If you are not tired of me yet, I have one last approval needed before year's end.

I appreciate it-
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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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)
VEHICLE EMISSIONS					
DEQ Special Schedule: 2008-0009	147	INSPECTION RECORDS	3 YRS.	ALL V.I.P. LOCATIONS	1-1-2019 - 12-31-2020