
RE: ROAD task compete - RDA form

From MANDERA Zach * DEQ <Zach.MANDERA@deq.oregon.gov>

Date Wed 12/13/2023 9:42 AM

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

Cc CLARK Benjamin * DEQ <Benjamin.CLARK@deq.oregon.gov>; ROCKWELL Sarah * DEQ <Sarah.ROCKWELL@deq.oregon.gov>

 1 attachment (201 KB)

Records Destruction Authorization Form for Inorganic Section.xlsx;

Thank you, Leela.

Sarah – this is handoff to you. Let me know if you need me for anything more regarding this. The boxes are in the XRF room in the Inorganic Lab.

Zach

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

Sent: Wednesday, December 13, 2023 8:56 AM

To: MANDERA Zach * DEQ <Zach.MANDERA@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Cc: CLARK Benjamin * DEQ <Benjamin.Clark@deq.oregon.gov>; ROCKWELL Sarah * DEQ <Sarah.ROCKWELL@deq.oregon.gov>

Subject: RE: ROAD task compete - RDA form

Approved, thanks!

From: MANDERA Zach * DEQ <Zach.MANDERA@deq.oregon.gov>

Sent: Tuesday, December 12, 2023 3:16 PM

To: RecordsRequest * DEQ <RecordsRequest@deq.state.or.us>

Cc: CLARK Benjamin * DEQ <Benjamin.Clark@deq.oregon.gov>; ROCKWELL Sarah * DEQ <Sarah.ROCKWELL@deq.oregon.gov>

Subject: FW: ROAD task compete - RDA form

Hi records folks,

Benjamin Clark, a chemist in my section, filled out the attached RDA form for the Lab's GEL project ROAD subcommittee. Please count this email as both my approval and the request for your approval.

Thank you very much,



Zach Mander (he/him/his)
Inorganic Chemistry Manager
Oregon Department of Environmental Quality
Laboratory and Environmental Assessment Division
7202 NE Evergreen Pwky Suite 150 Hillsboro, OR 97214
503-358-0622
[Watch this short video to learn about work done at the DEQ Lab.](#)

From: ADAMS Blair * DEQ <Blair.ADAMS@deq.oregon.gov>
Sent: Monday, December 11, 2023 8:52 AM
To: MANDERA Zach * DEQ <Zach.MANDERA@deq.oregon.gov>
Cc: ROCKWELL Sarah * DEQ <Sarah.ROCKWELL@deq.oregon.gov>
Subject: RE: ROAD task compete

Hi Zach,

Please send the form to Leela, and when that is complete Sarah will coordinate the destruction process.

Thank you!

Blair Adams

Executive Support Specialist for Lori Pillsbury
Oregon Department of Environmental Quality
Phone: 971-323-7225
Email: blair.adams@deq.oregon.gov
She/her/hers

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From: MANDERA Zach * DEQ <Zach.MANDERA@deq.oregon.gov>
Sent: Friday, December 8, 2023 12:51 PM
To: ADAMS Blair * DEQ <Blair.ADAMS@deq.oregon.gov>
Subject: ROAD task compete

Hi Blair,

Karen had a task to complete for the ROAD subcommittee. At Karen's suggestion, we delegated the task to a volunteer, Benjamin Clark, so that Karen could focus on some other priority work ahead of her vacation. Benjamin completed the task, which resulted in a records destruction authorization form listing the Inorganic documents from the compressed file room that are to be destroyed as of the end of this year. I'm not sure whether we should submit the form back to the ROAD group, or if I should submit it directly to the Leela Yellesetty. Which do you recommend is the appropriate course of action? zm

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:	Inorganic	Date approved by records officer:	
Program staff requesting destruction:	Benjamin Clark	Date destroyed:	
Approving Manager:	Zach Mander		

Schedule Name/ # (select from dropdown in space below)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Customer Box Nbr	Contents (any additional description or attach detailed list)	Date(s)
DEQ Special Schedule: 2008-0009	163	Lab Work Order Files	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240101	work order files	2009-2011
DEQ Special Schedule: 2008-0009	163	Lab Work Order Files	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240102	work order files	2013
DEQ Special Schedule: 2008-0009	163	Lab Work Order Files	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240103	work order files	2007-2013
DEQ Special Schedule: 2008-0009	163	Lab Work Order Files	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240104	work order files	2007-2011
DEQ Special Schedule: 2008-0009	163	Lab Work Order Files	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240105	work order files	2010-2011
DEQ Special Schedule: 2008-0009	163	Lab Work Order Files	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240106	work order files	2010-2011
DEQ Special Schedule: 2008-0009	163	Lab Work Order Files	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240107	work order files	2007-2013
DEQ Special Schedule: 2008-0009	163	Lab Work Order Files	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240108	work order files	2009
DEQ Special Schedule: 2008-0009	163	Lab Work Order Files	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240109	work order files	2009
DEQ Special Schedule: 2008-0009	163	Lab Work Order Files	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240110	work order files	2009-2010
DEQ Special Schedule: 2008-0009	158	Lab Logbook	Retain 10 years after final deposition of equipment/instruemnt or final entry, destroy	20240111	Lab Logbooks	1985-2012
DEQ Special Schedule: 2008-0009	158	Lab Logbook	Retain 10 years after final deposition of equipment/instruemnt or final entry, destroy	20240112	Lab Logbooks	1994-2013
DEQ Special Schedule: 2008-0009	148	Enviromental Raw Data	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240113	Carbon Speciation, XRF	1996-2009
DEQ Special Schedule: 2008-0009	148	Enviromental Raw Data	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240114	XRF, PM 2.5, Anions Cations Air Speciation	2002-2009
DEQ Special Schedule: 2008-0009	148	Enviromental Raw Data	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240115	PM 2.5, Anions Cations Air Speciation	2001-2009
DEQ Special Schedule: 2008-0009	158	Enviromental Raw Data	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240116	PM 2.5, Anions Cations Air Speciation	2007-2011
DEQ Special Schedule: 2008-0009	158	Lab Logbooks	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240117	Workorders, Logbook, NH3-N, NITs diskettes	1993-2011
DEQ Special Schedule: 2008-0009	148	Enviromental Raw Data	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240118	PM 2.5, Anions Cations Air Speciation, chloride by colorimetry, HI vol glass filter weight, ICPMS 7500 records, cemap sediment ICP data	1991-2010
DEQ Special Schedule: 2008-0009	148	Enviromental Raw Data	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240119	ICP-MS calibration, HI Vol Filters, Teflon Tare Weights	1986-2011
DEQ Special Schedule: 2008-0009	148	Enviromental Raw Data	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240120	Hi and Med vol glass filter weight, Anions Cations Air Speciation, ICP-MS Raw Data	1985-2012
DEQ Special Schedule: 2008-0009	148	Enviromental Raw Data	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240121	ICP-MS Raw Data	2005-2010
DEQ Special Schedule: 2008-0009	148	Enviromental Raw Data	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	20240122	Metals Digestion, ICP-MS Raw Data	2003-2006

