

WOLF Emmy * DEQ

From: OBRIEN Audrey * DEQ
Sent: Friday, November 22, 2024 11:35 AM
To: RecordsRequest * DEQ; KENNEDY-STOFFEL Emily * DEQ; WOLF Emmy * DEQ
Subject: RE: Haz Waste File Destruction- next few documents to be destroyed
Attachments: 20241122oldHWfiles-Records Destruction Authorization Form.xlsx

Hi,

Here is the next list of records to be destroyed. I approve this destruction.

Please let us know if Records approves the destruction of these paper documents.

Thanks.

Audrey O'Brien, (she/her)
Manager
Northwest Region Environmental Partnerships Section
Oregon Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland, OR 97232
503-209-9182

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Tuesday, November 19, 2024 2:49 PM
To: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>; WOLF Emmy * DEQ <Emmy.Wolf@deq.oregon.gov>
Subject: RE: Haz Waste File Destruction

Thank you, Emmy!

I approve of the destruction of these records.

Thank you,

Linda Ross
Records Officer

From: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>
Sent: Tuesday, November 19, 2024 2:48 PM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>; WOLF Emmy * DEQ <Emmy.Wolf@deq.oregon.gov>
Subject: RE: Haz Waste File Destruction

Yes thank you for checking!

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Tuesday, November 19, 2024 2:40 PM
To: OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>; KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; WOLF Emmy * DEQ <Emmy.Wolf@deq.oregon.gov>
Subject: RE: Haz Waste File Destruction

Good Afternoon, Audrey and Emmy,

Just to verify, lines 56-64 are just part of the template, and don't represent any records to be destroyed, correct?

Thanks,
Linda

From: OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>
Sent: Tuesday, November 19, 2024 2:29 PM
To: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; WOLF Emmy * DEQ <Emmy.Wolf@deq.oregon.gov>
Subject: RE: Haz Waste File Destruction

I approve the destruction of these records that are past the retention schedule.

Audrey O'Brien, (she/her)
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From: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>
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Subject: Haz Waste File Destruction

Good afternoon Emmy and Audrey,

I have another form filled out with some more hazardous waste files that are past retention to be destroyed. Audrey can you approve the destruction of these files?

Please let me know if either of you need anything else from me on this. Thanks!



Emmy Kennedy

Northwest Region Solid Waste Permit Coordinator

Oregon Department of Environmental Quality

700 NE Multnomah St, Portland OR 97232

Portland, OR 97232

Phone: 503-915-5149

Pronouns: She/They | [Why share pronouns?](#)

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
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To: OBRIEN Audrey * DEQ; RecordsRequest * DEQ; KENNEDY-STOFFEL Emily * DEQ; WOLF Emmy * DEQ
Subject: RE: Haz Waste File Destruction- next few documents to be destroyed

Good Friday Afternoon!

I approve of this list of records to be destroyed.

Have a good weekend!

Linda Ross
Records Officer

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Subject: RE: Haz Waste File Destruction

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Northwest Region Environmental Partnerships Section
Oregon Department of Environmental Quality
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Emmy Kennedy

Northwest Region Solid Waste Permit Coordinator

Oregon Department of Environmental Quality

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Phone: 503-915-5149

Pronouns: She/They | [Why share pronouns?](#)

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: NWR Env
Partnerships Section - HW inspection
files

retain for 10 years.

Date approved by records officer: _____

Program staff requesting destruction:
Approving Manager:

Audrey O'Brien
Audrey O'Brien

Date destroyed: _____

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	222	Hazardous Waste Generator Inspection Records	10 years	McCormick and Baxter	1987
DEQ Special Schedule: 2008-0009	222	Hazardous Waste Generator Inspection Records	10 years	McCormick and Baxter	12-88 through 3-89
DEQ Special Schedule: 2008-0009	222	Hazardous Waste Generator Inspection Records	10 years	McCormick and Baxter	1987-1995
DEQ Special Schedule: 2008-0009	222	Hazardous Waste Generator Inspection Records	10 years	McCormick and Baxter	Jan-90
DEQ Special Schedule: 2008-0009	222	Hazardous Waste Generator Inspection Records	10 years	McCormick and Baxter	10/87-6/88

[illegible]

[illegible]

[illegible]

DEQ Special Schedule: 2008-0009

Hazardous Waste Generator
222 Inspection Records

10 years

