

WOLF Emmy * DEQ

From: SIEGEL Steve * DEQ
Sent: Tuesday, March 5, 2024 8:59 AM
To: RecordsRequest * DEQ; PALERMO Jaclyn * DEQ
Subject: Request to dispose of records over 5 years old - form linked

 [Copy of RecDestructAuth - 2017 grant scores.xlsx](#)

Thank you Leela for your help! Steve

DEQ Records Destruction Authorization Form

Before destroying records, email this form to your manager & agency records officer (Leela Yellesetty) to obtain authorization.

Authorization is by email only, no signatures required

Records destruction procedure

DEQ Retention Schedule

State General Retention Schedule

Program/section name: materials management/policy

Program staff requesting destruction: steve siege

Approving Manager: Jaclyn Palermo

Date approved by records officer

Date destroyed

3/4/2024

Schedule Name/ # (select from dropdown)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents (any additional description or attach detailed list)	Date(s)
Financial Records: 166-300-0025	166-300-0025(28)	Grant Records	5 years	materials management grant scores	2017

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WOLF Emmy * DEQ

From: PALERMO Jaclyn * DEQ
Sent: Wednesday, March 6, 2024 2:08 PM
To: YELLESETTY Leela * DEQ; SIEGEL Steve * DEQ; RecordsRequest * DEQ
Subject: RE: Request to dispose of records over 5 years old - form linked

Approved

From: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Sent: Tuesday, March 5, 2024 3:52 PM
To: SIEGEL Steve * DEQ <Steve.SIEGEL@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; PALERMO Jaclyn * DEQ <Jaclyn.PALERMO@deq.oregon.gov>
Subject: RE: Request to dispose of records over 5 years old - form linked

Approved on my end, thanks!

From: SIEGEL Steve * DEQ <Steve.SIEGEL@deq.oregon.gov>
Sent: Tuesday, March 5, 2024 8:59 AM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; PALERMO Jaclyn * DEQ <Jaclyn.PALERMO@deq.oregon.gov>
Subject: Request to dispose of records over 5 years old - form linked

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Sent: Tuesday, March 5, 2024 3:52 PM
To: SIEGEL Steve * DEQ; RecordsRequest * DEQ; PALERMO Jaclyn * DEQ
Subject: RE: Request to dispose of records over 5 years old - form linked

Approved on my end, thanks!

From: SIEGEL Steve * DEQ <Steve.SIEGEL@deq.oregon.gov>
Sent: Tuesday, March 5, 2024 8:59 AM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; PALERMO Jaclyn * DEQ <Jaclyn.PALERMO@deq.oregon.gov>
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