

From: MCCROCKLIN Katie * DEQ
Sent: Tuesday, April 23, 2024 11:30 AM
To: STEINDORF Chris * DEQ; RecordsRequest * DEQ
Subject: Complaints Destruction List
Attachments: Records Destruction Authorization Form- Complaints.McCrocklin,K..xlsx

Hello,

Could I please get manager approval from Chris as well as records management approval to destroy these records?
Let me know what else is needed.

Thanks!



Katie McCrocklin

Office Specialist

Oregon Department of Environmental Quality

165 E. 7th Avenue, Suite 100

Eugene, OR 97401

C: (541) 687-7344 | Katie.mccrocklin@deq.oregon.gov

Pronouns: She/Her/Hers

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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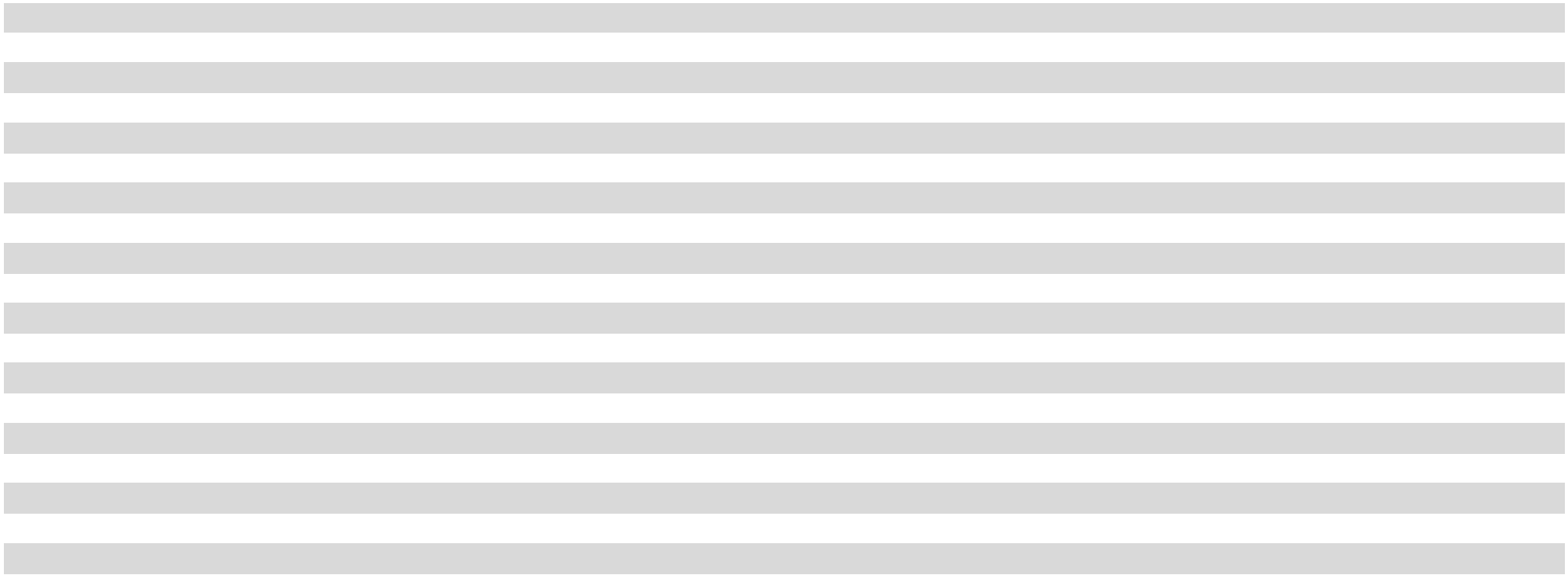
Program/section name: Multiple **Date approved by records officer:** _____

Program staff requesting destruction:	Katie McCrocklin	Date destroyed:
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Approving Manager: Chris Steindorf

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	270b	Solid Waste Complaint Records	10 years	Various Program Complaints	2007-2008





From: YELLESETTY Leela * DEQ
Sent: Tuesday, April 23, 2024 2:36 PM
To: STEINDORF Chris * DEQ; MCCROCKLIN Katie * DEQ; RecordsRequest * DEQ
Subject: RE: Complaints Destruction List

Approved, thanks!

From: STEINDORF Chris * DEQ <Chris.STEINDORF@deq.oregon.gov>
Sent: Tuesday, April 23, 2024 11:53 AM
To: MCCROCKLIN Katie * DEQ <Katie.Mccrocklin@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: Complaints Destruction List

Hi Katie,

I approve this request.

Thank you,
Chris

From: MCCROCKLIN Katie * DEQ <Katie.MCCROCKLIN@deq.oregon.gov>
Sent: Tuesday, April 23, 2024 11:30 AM
To: STEINDORF Chris * DEQ <Chris.STEINDORF@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: Complaints Destruction List

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