

WOLF Emmy * DEQ

From: HAMILTON Benjamin T * DEQ
Sent: Friday, October 11, 2024 10:54 AM
To: SHRENSEL Matthew * DEQ; RecordsRequest * DEQ
Cc: PILLSBURY Lori * DEQ
Subject: Records destruction
Attachments: Records Destruction Authorization Form speciation and frm field sheet data.xlsx

Matt,

A few months ago a pile of binders ended up on my desk of old speciation and FRM field forms. I would like to reclaim my desk and get rid of them, please look through the attached form and let me know if you want me to keep any of them.

Thanks,

Benjamin Hamilton
Oregon Department of Environmental Quality
Field Quality Assurance Officer
7202 NE Evergreen Parkway, Suite 150
Hillsboro, OR 97124
Benjamin.T.Hamilton@deq.oregon.gov
(503) 839-6551
Pronouns: he/him/his

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:	DEQ LEAD AQM	Date approved by records officer:	
Program staff requesting destruction:	Ben Hamilton	Date destroyed:	
Approving Manager:			

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	73	Site and Monitoring Records	Retain until laboratory's administrative need ends, destroy	FRM shipping field sheets and logbooks	2008
DEQ Special Schedule: 2008-0009	73	Site and Monitoring Records	Retain until laboratory's administrative need ends, destroy	FRM field sheets	July-December 2011
DEQ Special Schedule: 2008-0009	73	Site and Monitoring Records	Retain until laboratory's administrative need ends, destroy	speciation field sheets	2007 (whole year)

DEQ Special Schedule: 2008-0009	74 Site and Monitoring Records	Retain until laboratory's administrative need ends, destroy speciation field sheets	2006 whole year
DEQ Special Schedule: 2008-0009	75 Site and Monitoring Records	Retain until laboratory's administrative need ends, destroy speciation field sheets	2011 whole year
DEQ Special Schedule: 2008-0010	76 Site and Monitoring Records	Retain until laboratory's administrative need ends, destroy speciation field sheets	2001-2003 inclusive
DEQ Special Schedule: 2008-0011	77 Site and Monitoring Records	Retain until laboratory's administrative need ends, destroy speciation field sheets	2012 whole year
DEQ Special Schedule: 2008-0012	78 Site and Monitoring Records	Retain until laboratory's administrative need ends, destroy parictulate audit sheets	2010-2011
DEQ Special Schedule: 2008-0013	79 Site and Monitoring Records	Retain until laboratory's administrative need ends, destroy FRM pm shipping reporst	2010

WOLF Emmy * DEQ

From: SHRENSEL Matthew * DEQ
Sent: Wednesday, October 16, 2024 9:41 AM
To: RecordsRequest * DEQ
Subject: RE: Records destruction

Hi Emmy,

We can go ahead and destroy them – thanks!

-Matt

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Tuesday, October 15, 2024 12:21 PM
To: SHRENSEL Matthew * DEQ <Matthew.SHRENSEL@deq.oregon.gov>
Subject: RE: Records destruction

Hi Matt,

I hope you had a wonderful weekend!

I wanted to follow up regarding the records destruction request we discussed. If you have a moment, could you please review it and let me know your thoughts on approval?

Thank you,



Emmy Wolf (she/her/hers)
Public Records Coordinator
Administrative Specialist 2
Oregon Department of Environmental Quality
700 NE Multnomah St, Suite 600
Portland, OR 97232
Phone: 503.960.6210
Email: emmy.wolf@deq.oregon.gov

From: HAMILTON Benjamin T * DEQ <Benjamin.T.HAMILTON@deq.oregon.gov>
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To: SHRENSEL Matthew * DEQ <Matthew.SHRENSEL@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
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WOLF Emmy * DEQ

From: YELLESETTY Leela * DEQ
Sent: Wednesday, October 16, 2024 1:11 PM
To: SHRENSEL Matthew * DEQ; RecordsRequest * DEQ; HAMILTON Benjamin T * DEQ
Subject: RE: Records destruction

Hi all,

This request is approved, you can proceed with the destruction.

One note: it looks like Excel may have gotten tricky and tried to change the numbers into a series. Based on the description I believe these should all be 73. No need to redo this time, but just for future reference!

DEQ Special Schedule: 2008-0009	73 Records
DEQ Special Schedule: 2008-0009	Site and Monitoring 73 Records
DEQ Special Schedule: 2008-0009	Site and Monitoring 74 Records
DEQ Special Schedule: 2008-0009	Site and Monitoring 75 Records
DEQ Special Schedule: 2008-0010	Site and Monitoring 76 Records
DEQ Special Schedule: 2008-0011	Site and Monitoring 77 Records

Emmy if you don't mind updating before adding to the master list. Thanks!

Cheers,
Leela

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