

WOLF Emmy * DEQ

From: AERNE Melissa * DEQ
Sent: Thursday, February 8, 2024 3:27 PM
To: YELLESETTY Leela * DEQ; MERCER Kristen * DEQ
Subject: ACTION NEEDED: approve records destruction request

 [Records Destruction Authorization Form Aerne 2-6-24.XLSX](#)

Needs your approval! Going through the MSDPolicy drive...If you want more info let me know.

Melissa



Melissa Aerne

Training/Operations/Policy Manager
Central Services Division
Oregon Department of Environmental Quality
700 NE Multnomah St. Ste 600
Portland, OR 97232
Cell: 503.841.4248 Office: 503.229.5155
Pronouns: She/her/hers [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](#)

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Program/section name: CSD/Training, Operations and Policy **Date approved by records officer:**

Program staff requesting destruction:	Melissa Aerne	Date destroyed:
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Approving Manager: Brian Boling

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)
State General Schedule : 166-300	166-300-0015(18)	Admin Records - Policy & Procedure Guidelines and Manuals Records	6 yrs after superseded; 1 yr after final document for development and planning records	Policies, procedures and development/planning docs meeting the retention period	2009-2019

State General Schedule : 166-300	166-300-0015(20)	Postal Records	4 yrs	Old Neopost records	2012-2019
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WOLF Emmy * DEQ

From: YELLESETTY Leela * DEQ
Sent: Monday, February 12, 2024 2:00 PM
To: AERNE Melissa * DEQ; MERCER Kristen * DEQ
Subject: RE: ACTION NEEDED: approve records destruction request

Approved, thanks!

From: AERNE Melissa * DEQ <Melissa.AERNE@deq.oregon.gov>
Sent: Thursday, February 8, 2024 2:27 PM
To: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>; MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>
Subject: ACTION NEEDED: approve records destruction request

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