

WOLF Emmy * DEQ

From: RIDGWAY Greg * DEQ
Sent: Friday, March 22, 2024 4:41 PM
To: YELLESETTY Leela * DEQ; MERCER Kristen * DEQ
Subject: Vehicle sign out/in log destruction
Attachments: Records Destruction Authorization Form.xlsx

Dear Leela & Krystin;

Greetings! Please find attached Records Destruction Authorization Form I've filled out to shred the vehicle sign out/in log for 2022. JK and I looked it up, and they're only to be kept a year; Melissa then walked us through the procedure, and I believe I've filled out the form correctly, though no matter what I put in the very first box, I'd get an error message that it didn't like that entry... so if one of you's can share with me what is supposed to be there, that'd be awesome.

Thank you both for your time, I hope you's have a nice weekend!

G

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 **Date approved by records officer:** _____

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Program staff requesting destruction: Greg Ridgway **Date destroyed:** _____

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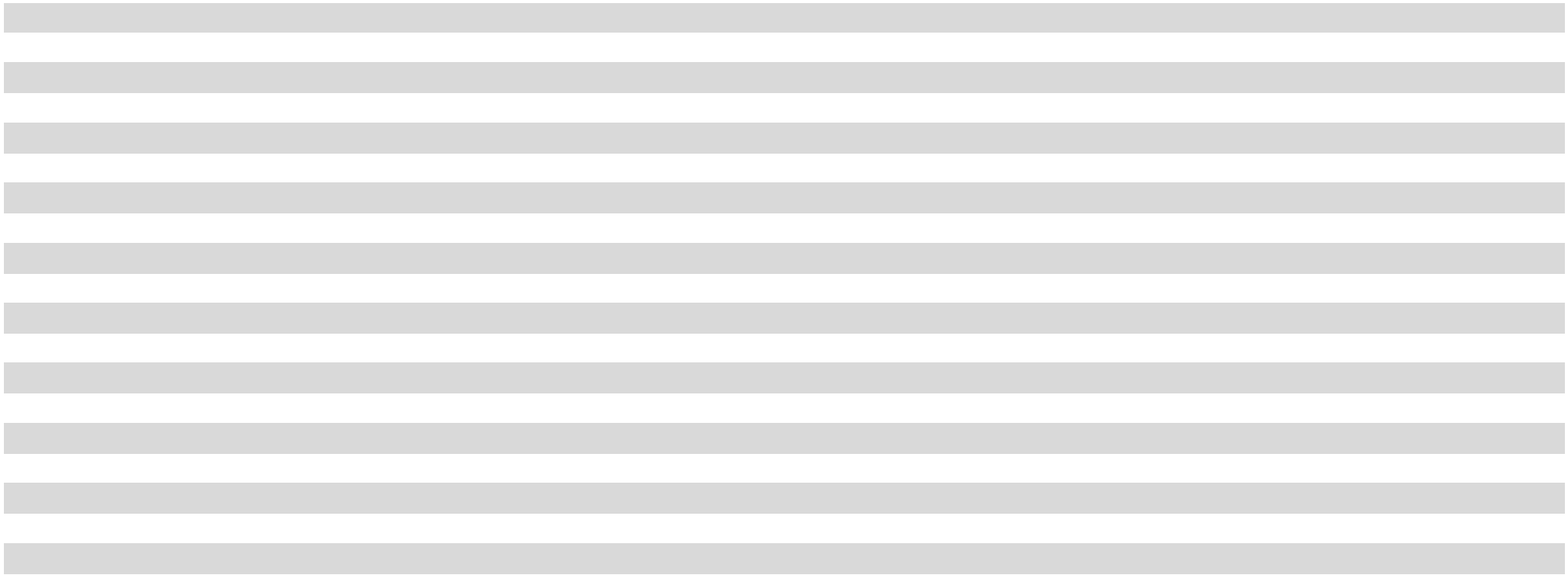
Program staff requesting destruction: Greg Ridgway **Date destroyed:** _____

Approving Manager: Melissa Aerne

Approving Manager: Melissa Aerne

[illegible]





From: AERNE Melissa * DEQ
Sent: Friday, March 22, 2024 4:52 PM
To: YELLESETTY Leela * DEQ; RIDGWAY Greg * DEQ; MERCER Kristen * DEQ
Subject: RE: Vehicle sign out/in log destruction

This is approved.

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?](#)

From: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Sent: Friday, March 22, 2024 4:46 PM
To: RIDGWAY Greg * DEQ <Greg.Ridgway@deq.oregon.gov>; MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>
Cc: AERNE Melissa * DEQ <Melissa.AERNE@deq.oregon.gov>
Subject: RE: Vehicle sign out/in log destruction

Thanks Greg, yeah that first box is a bit wonky cause it's a dropdown but this has all the info we need! I approve this as records officer, looping in Melissa so she can provide official manager approval for our records.

Cheers,
Leela

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