

WOLF Emmy * DEQ

From: LANGSTON Sue * DEQ
Sent: Thursday, September 19, 2024 11:17 AM
To: AERNE Melissa * DEQ; RecordsRequest * DEQ
Subject: Request to delete reorganization files from 2013-2016 (ReorgPlanning shared drive)
Attachments: 0Description of files for destruction ReorgPlanning.docx; 0Records Destruction Authorization Form ReorgPlanning.xlsx

Hello!

This is a request to delete reorganization files from 2013 – 2016. This includes all agency section charters from 2013-2016.

As discussed, keeping the final report from the team that designed the reorganization.

Thank you,
Sue.

Sue Langston, Project Manager
Oregon Department of Environmental Quality
Central Services Division
700 NE Multnomah St. Portland, OR 97232
Email: sue.langston@deq.oregon.gov
Pronouns: She/Her/Hers. [Why share pronouns?](#)



State of Oregon
Department of Environmental Quality

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: TOPS **Date approved by records officer:** _____

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

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

Program staff requesting destruction: Susan Langston **Date destroyed:** _____

Program staff requesting destruction: Susan Langston **Date destroyed:** _____

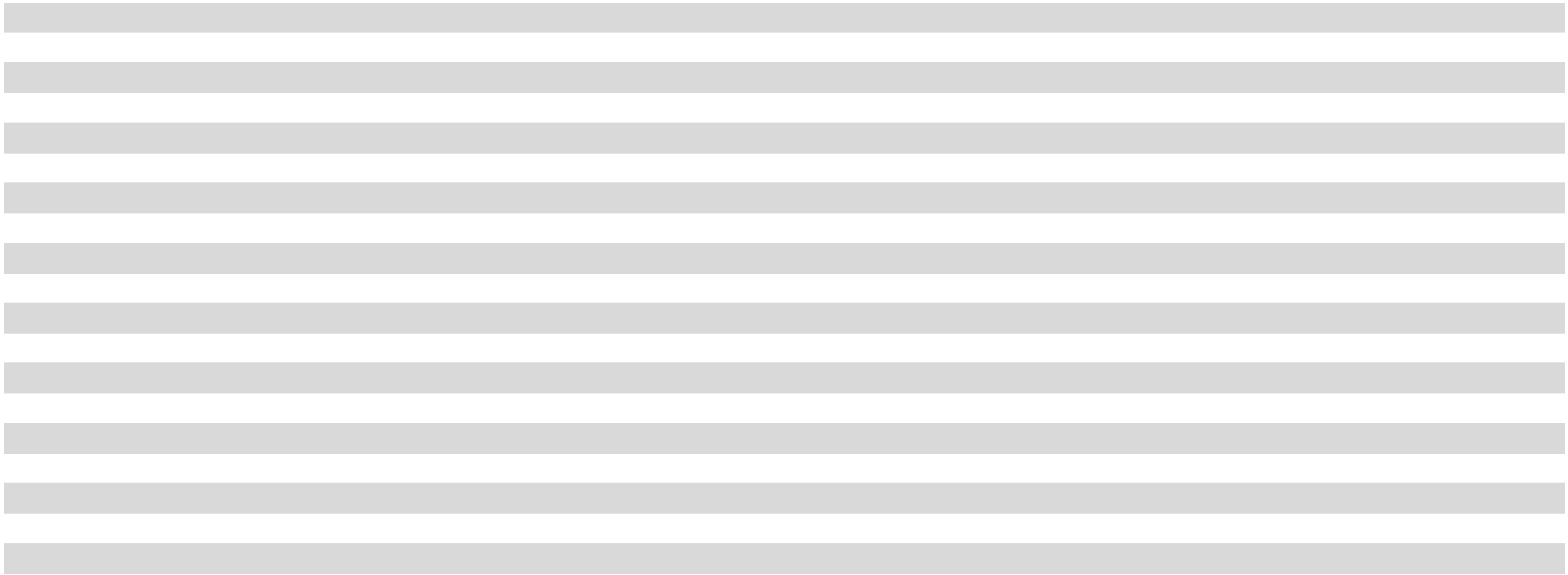
Program staff requesting destruction: Susan Langston **Date destroyed:** _____

Approving Manager: Melissa Aerne

Approving Manager: Melissa Aerne

[illegible]





Description of files for destruction: Reorg Planning shared drive (2013-2016)

Section charters from 2013-2016 from Central services, Enforcement, Environmental Solutions, Government Relations, Operations, Regions, RST, Leadership Team, office of outcomebased management,

Own consult matrices and descriptions of what own consult is, training materials on writing section charters

Notes and agendas from meetings about the reorganization

Reorganization Design teams meeting agendas and agenda planning, notes, feedback on reorganization design, communication, information on previous reorgs, design principles, roles and skills, engagement notes, scope, teambuilding materials, task assignments, timeline and process, presentations on the reorg, research on reorganization.

Lists of reorganization tasks, reorganization timelines and plans

Presentations to the agency on reorganization from 2014

WOLF Emmy * DEQ

From: AERNE Melissa * DEQ
Sent: Thursday, September 19, 2024 11:23 AM
To: LANGSTON Sue * DEQ; RecordsRequest * DEQ
Subject: RE: Request to delete reorganization files from 2013-2016 (ReorgPlanning shared drive)

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: LANGSTON Sue * DEQ <Sue.LANGSTON@deq.oregon.gov>
Sent: Thursday, September 19, 2024 11:17 AM
To: AERNE Melissa * DEQ <Melissa.AERNE@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
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Department of Environmental Quality

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From: YELLESETTY Leela * DEQ
Sent: Thursday, September 19, 2024 4:00 PM
To: AERNE Melissa * DEQ; LANGSTON Sue * DEQ; RecordsRequest * DEQ
Subject: RE: Request to delete reorganization files from 2013-2016 (ReorgPlanning shared drive)

Oops I think I missed this one—approved!

From: AERNE Melissa * DEQ <Melissa.AERNE@deq.oregon.gov>
Sent: Thursday, September 19, 2024 11:23 AM
To: LANGSTON Sue * DEQ <Sue.LANGSTON@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: Request to delete reorganization files from 2013-2016 (ReorgPlanning shared drive)

Approved.

Melissa



Melissa Aerne

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