

WOLF Emmy * DEQ

From: LANGSTON Sue * DEQ
Sent: Thursday, September 19, 2024 10:46 AM
To: AERNE Melissa * DEQ; RecordsRequest * DEQ
Subject: Request to destroy Reorg files from 2013 and 2014 (Road Ahead shared drive)
Attachments: 1Records Destruction Authorization Form RoadAhead.xlsx; 1Description of files for destruction RoadAhead.docx

Hello!

I'm requesting destruction of reorganization files from 2013 and 2014. This includes materials from the manager's conference where the reorganization was announced.

As we discussed, this doesn't include 4 documents that describe the reorganization (org charts, slides that describe the reorg, document that describes the reorg)

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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State General Retention Schedule

Approving Manager: Melissa Aerne

Description of files for destruction: RoadAhead shared drive (2013-2014)

11/2013 Manager conference where reorganization was announced: Conference agenda, conference materials, sign in sheet, presentations and materials for trainings delivered during conference, bio of conference presenters, conference center rental information

Archive of sharepoint site for reorganization: Organization charts, presentations, Reorganization Q and A, project updates, timeline from 2013 and 2014

Email updates on project from 2013 and 2014

Description of work processes at DEQ from 2013 and 2014

Redline edit of a leadership team charter from 2014

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From: AERNE Melissa * DEQ
Sent: Thursday, September 19, 2024 11:03 AM
To: LANGSTON Sue * DEQ; RecordsRequest * DEQ
Subject: RE: Request to destroy Reorg files from 2013 and 2014 (Road Ahead shared drive)

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: LANGSTON Sue * DEQ <Sue.LANGSTON@deq.oregon.gov>
Sent: Thursday, September 19, 2024 10:46 AM
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Department of Environmental Quality

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From: YELLESETTY Leela * DEQ
Sent: Thursday, September 19, 2024 11:10 AM
To: AERNE Melissa * DEQ; LANGSTON Sue * DEQ; RecordsRequest * DEQ
Subject: RE: Request to destroy Reorg files from 2013 and 2014 (Road Ahead shared drive)

Approved, thanks!!

From: AERNE Melissa * DEQ <Melissa.AERNE@deq.oregon.gov>
Sent: Thursday, September 19, 2024 11:03 AM
To: LANGSTON Sue * DEQ <Sue.LANGSTON@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: Request to destroy Reorg files from 2013 and 2014 (Road Ahead shared drive)

This is approved.

Melissa



Melissa Aerne

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