

WOLF Emmy * DEQ

From: LANGSTON Sue * DEQ
Sent: Thursday, September 19, 2024 12:21 PM
To: AERNE Melissa * DEQ; RecordsRequest * DEQ
Subject: Request to delete employee engagement files (employee engagement shared drives)
Attachments: 3Records Destruction Authorization Form Employee engagement shared drive.xlsx; 3Description of files for destruction employee engagement shared drive.docx

Hello!

This is a request to delete employee engagement files from 2015 to 8/2015 on the employeeengagement shared drive and the outcomebasedmgmt shared drive.

Melissa, there are files that can not yet be destroyed; I've put them in folders labeled with the recommended destruction date.

As we discussed, I've saved the final results.

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](#)

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

Program staff requesting destruction: _____ 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	24	Organization Improvement	(a) Retain current	See attachment. Employee engagement	2015-8/2018
DEQ Special Schedule: 2008-0009	25	Organization Improvement Records	(a) Retain current and two previous employee surveys, destroy (b) Retain all other records 6 years, destroy	See attachment. Employee engagement files from OBM employeeengagement shared drive	2015-8/2018

Description of files for destruction**Employee engagement shared drive records from 2015 to 8/2018**

Actions: contains description of improvement actions from each section at DEQ from 2015- 2018. Eastern region 2016 - 7/2018, HQ 2015-7/2018, Lab 2017 – 5/2018, NWR 2016-7/2018, VIP 2016 - 7/2018, Western Region 2015 – 8/2018.

Talking points for trainings, checklist for managers

OutcomeBasedMgmt shared drive:

Powerpoint presentations with individual section employee engagement results (2015-6/2018)

Process files, including LT specific procedures, timelines, follow up emails, checklists

Resources, including org charts, division results, examples, technology used from 2015

Scheduling files from 2015-2/2018

Information on the technology we used in meetings (Turning Point) including individual section results

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From: AERNE Melissa * DEQ
Sent: Thursday, September 19, 2024 1:01 PM
To: LANGSTON Sue * DEQ; RecordsRequest * DEQ
Subject: RE: Request to delete employee engagement files (employee engagement shared drives)

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 12:21 PM
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: LANGSTON Sue * DEQ
Sent: Thursday, September 19, 2024 4:13 PM
To: YELLESETTY Leela * DEQ; AERNE Melissa * DEQ; RecordsRequest * DEQ
Subject: RE: Request to delete employee engagement files (employee engagement shared drives)

These files have been deleted 9/19/2024

From: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Sent: Thursday, September 19, 2024 3:51 PM
To: LANGSTON Sue * DEQ <Sue.LANGSTON@deq.oregon.gov>; AERNE Melissa * DEQ <Melissa.AERNE@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: Request to delete employee engagement files (employee engagement shared drives)

Approved

From: LANGSTON Sue * DEQ <Sue.LANGSTON@deq.oregon.gov>
Sent: Thursday, September 19, 2024 12:21 PM
To: AERNE Melissa * DEQ <Melissa.AERNE@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
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