

WOLF Emmy * DEQ

From: OLINGER Barbara * DEQ
Sent: Thursday, February 8, 2024 4:12 PM
To: RecordsRequest * DEQ
Cc: YELLESETTY Leela * DEQ; BREWER Tammy * DEQ; OLINGER Barbara * DEQ
Subject: FW: Copy of Records Destruction Authorization Form 1-31-2024.xlsx

Will this work for you, Kristen?

Have a good afternoon and evening-
Barbara

Re: Copy of Records Destruction Authorization Form 1-31-2024.xlsx



BREWER Tammy * DEQ

To OLINGER Barbara * DEQ; YELLESETTY Leela * DEQ



Reply



Re

You replied to this message on 1/24/2024 11:22 AM.

Approved, thank you.

Sent via the Samsung Galaxy XCover Pro, an AT&T 4G LTE smartphone
Get [Outlook for Android](#)

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Thursday, February 8, 2024 3:30 PM
To: BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>
Cc: OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>
Subject: RE: Copy of Records Destruction Authorization Form 1-31-2024.xlsx

Hello!

Apologies, if I missed it but I don't have record of manager approval for this destruction. If you could please let me know if you approve (or not)

Thank You!

Kristen

From: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Sent: Wednesday, January 24, 2024 10:58 AM
To: OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>
Cc: BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: Copy of Records Destruction Authorization Form 1-31-2024.xlsx

Thanks Barbara, this is approved!

From: OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>
Sent: Tuesday, January 23, 2024 2:04 PM
To: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Cc: BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>
Subject: Copy of Records Destruction Authorization Form 1-31-2024.xlsx

Hi Leela,

Happy New Year!

Submitting for your approval. If needed, I can add itemized **front office** records. (UPS/FedEx shipping receipts, fuel & mileage logs & postage receipts)

Enjoy your afternoon-
Barbara

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

Program/section name:	DEQ VEHICLE INSPECTION PROGRAM	Date approved by records officer:	
Program staff requesting destruction:	BARBARA OLINGER	Date destroyed:	
Approving Manager:	TAMMY BREWER		

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	147	VEHICLE EMISSIONS INSPECTION RECORDS	3 YRS.	ALL V.I.P. LOCATIONS	1-1-2020 - 1-31-2021
DEQ Special Schedule: 2008-0009	147	TECH CENTER- FRONT OFFICE RECORDS	3 YRS.		1-1-2020 - 1-31-2021

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Sent: Wednesday, January 24, 2024 10:58 AM
To: OLINGER Barbara * DEQ
Cc: BREWER Tammy * DEQ; RecordsRequest * DEQ
Subject: RE: Copy of Records Destruction Authorization Form 1-31-2024.xlsx
Attachments: Copy of Records Destruction Authorization Form 1-31-2024.xlsx

Thanks Barbara, this is approved!

From: OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>
Sent: Tuesday, January 23, 2024 2:04 PM
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Subject: Copy of Records Destruction Authorization Form 1-31-2024.xlsx

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