

WOLF Emmy * DEQ

From: OLINGER Barbara * DEQ
Sent: Wednesday, November 27, 2024 3:47 PM
To: RecordsRequest * DEQ
Cc: BREWER Tammy * DEQ
Subject: Copy of Records Destruction Authorization Form 11-27-2024.xlsx
Attachments: Copy of Records Destruction Authorization Form 11-27-2024.xlsx

Please disregard **previous** submission. Edit has been made to the current attachment.

Approval request.

Thank you-
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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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 to 12-31-2021
DEQ Special Schedule: 2008-0009	147	TECH CENTER MISC. RECORDS	3 YRS.	MISC. DOCUMENTS	1-1-2020 to 12-31-2021

WOLF Emmy * DEQ

From: BREWER Tammy * DEQ
Sent: Wednesday, November 27, 2024 4:12 PM
To: OLINGER Barbara * DEQ; RecordsRequest * DEQ
Cc: BREWER Tammy * DEQ
Subject: Re: Copy of Records Destruction Authorization Form 11-27-2024.xlsx

Hello,

Approved, thank you.

Tammy

From: OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>
Sent: Wednesday, November 27, 2024 3:46 PM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>
Subject: Copy of Records Destruction Authorization Form 11-27-2024.xlsx

Please disregard **previous** submission. Edit has been made to the current attachment.

Approval request.

Thank you-
Barbara

WOLF Emmy * DEQ

From: OLINGER Barbara * DEQ
Sent: Monday, December 2, 2024 10:03 AM
To: RecordsRequest * DEQ
Cc: BREWER Tammy * DEQ
Subject: RE: Copy of Records Destruction Authorization Form 11-27-2024.xlsx

Good morning Linda,

Thank you, for your approval and retention/destruction guidance.

Have a pleasant day-
Barbara

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Monday, December 2, 2024 9:59 AM
To: BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>; OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: Copy of Records Destruction Authorization Form 11-27-2024.xlsx

Good morning, Tammy, and Barbara,

So, for the VIP records, they are usually stored online also, correct? If so, you can go ahead and destroy the paper copies when they have met the 3 year retention without approval.

Also, for the retention periods, we usually like to wait until the full three years. These list records that are from up to 12-31-2021, so they would be okay to destroy in January, usually. But, for these records, I think it is okay to go ahead and destroy them now.

I approve the destruction of these records.

Thanks,

Linda Ross
Records Officer

From: BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>
Sent: Wednesday, November 27, 2024 4:12 PM
To: OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>
Subject: Re: Copy of Records Destruction Authorization Form 11-27-2024.xlsx

Hello,

Approved, thank you.

Tammy

From: OLINGER Barbara * DEQ <Barbara.OLINGER@deq.oregon.gov>

Sent: Wednesday, November 27, 2024 3:46 PM

To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Cc: BREWER Tammy * DEQ <Tammy.BREWER@deq.oregon.gov>

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Approval request.

Thank you-
Barbara