

## WOLF Emmy \* DEQ

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**From:** RecordsRequest \* DEQ  
**Sent:** Thursday, December 12, 2024 11:45 AM  
**To:** YELTON-BRAM Tiffany \* DEQ; ADAMS Diana \* DEQ; RecordsRequest \* DEQ  
**Subject:** RE: Files ready for destruction

These files are approved for destruction.

Thank you for keeping up with these and getting them cleaned out on schedule!

Linda Ross  
Records Officer

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**From:** YELTON-BRAM Tiffany \* DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>  
**Sent:** Wednesday, December 11, 2024 10:45 AM  
**To:** ADAMS Diana \* DEQ <Diana.ADAMS@deq.oregon.gov>; RecordsRequest \* DEQ <recordsrequest@deq.oregon.gov>  
**Subject:** RE: Files ready for destruction

Hi Diana

I've reviewed the destruction request form and approve of destroying these records per the retention schedule.

Tiffany Yelton Bram (Pronouns : she/her/hers)  
WQ Source Control Manager  
Northwest Regional Office  
Oregon Department of Environmental Quality  
700 NE Multnomah St., Suite #600  
Portland OR 97232

Desk 503 229 5219  
Mobile 503 975 0046

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**From:** ADAMS Diana \* DEQ <[Diana.ADAMS@deq.oregon.gov](mailto:Diana.ADAMS@deq.oregon.gov)>  
**Sent:** Tuesday, December 10, 2024 9:58 AM  
**To:** RecordsRequest \* DEQ <[RecordsRequest@deq.state.or.us](mailto:RecordsRequest@deq.state.or.us)>; YELTON-BRAM Tiffany \* DEQ <[Tiffany.YELTON-BRAM@deq.oregon.gov](mailto:Tiffany.YELTON-BRAM@deq.oregon.gov)>  
**Subject:** Files ready for destruction

Hi here is the destruction form let me know when I can destroy the files on the list.

Diana  [Records Destruction Authorization Form.xlsx](#)

**Diana Adams**

Northwest Region Water Quality program support

700 NE Multnomah St Suite 600

Portland, OR 97232

503-229-5552

[Diana.adams@deq.oregon.gov](mailto:Diana.adams@deq.oregon.gov)

“ A mistake is only an error, it becomes a mistake when you fail to correct it” John Lennon



# DEQ Records Destruction Authorization Form

**Before** destroying records, email this form to your manager & [RecordsRequest@deq.state.or.us](mailto: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: NWR/WQ Source Control Date approved by records officer: 12/16/2024

**Program staff requesting destruction:** Diana Adams **Date destroyed:** 12/18/2024

|                    |                     |
|--------------------|---------------------|
| Approving Manager: | Tiffany Yelton Bram |
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[illegible]

[illegible]

|  |         |             |             |            |            |
|--|---------|-------------|-------------|------------|------------|
|  | NWR/WQ  | Diana Adams | Tiffany     | 12/16/2024 | 12/18/2024 |
|  | NWR/WQ  | Diana Adams | Tiffany     | 12/16/2024 | 12/18/2024 |
|  | NWR/WQ  | Diana Adams | Tiffany     | 12/16/2024 | 12/18/2024 |
|  | NWR/WQ  |             |             |            |            |
|  | Source  |             | Tiffany     |            |            |
|  | Control | Diana Adams | Yelton Bram | 12/16/2024 | 12/18/2024 |