

WOLF Emmy * DEQ

From: ROSS Linda * DEQ
Sent: Friday, March 14, 2025 3:41 PM
To: OBRIEN Audrey * DEQ; RecordsRequest * DEQ
Cc: KENNEDY-STOFFEL Emily * DEQ; RAIZA Ava * DEQ
Subject: RE: additional asbestos files for destruction

Hi Audrey,

Thank you for the quick call this afternoon. I apologize, I went to toggle to my email screen and ended up hanging up the call. I'm sorry about that!

I approve of the destruction of these records.

Please remember next time to use the updated destruction notice that is found on the IG Qnet page.

Thanks! And it was so nice to see you!

Linda



Linda Ross (she/her/hers)
Records Officer
Operations & Policy Analyst 2
Oregon Department of Environmental Quality
700 NE Multnomah St, Suite 600
Portland, OR 97232
Phone: +1 (971) 400-9142
Email: linda.ROSS@deq.oregon.gov

From: OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>
Sent: Friday, March 14, 2025 3:22 PM
To: ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>; RAIZA Ava * DEQ <ava.raiza@deq.oregon.gov>
Subject: additional asbestos files for destruction

Hi Linda,

Here is the next set of documents that are past retention time and ready for destruction. I approve. Would you approve the destruction of these files?

Thank you.

Audrey O'Brien, (she/her)
Manager

Northwest Region Environmental Partnerships Section
Oregon Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland, OR 97232
503-209-9182

From: ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>
Sent: Thursday, March 13, 2025 3:11 PM
To: OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>; RAIZA Ava * DEQ <ava.raiza@deq.oregon.gov>
Subject: RE: next request for records destruction - asbestos

Thank you!

From: OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>
Sent: Thursday, March 13, 2025 3:10 PM
To: ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>; RAIZA Ava * DEQ <ava.raiza@deq.oregon.gov>
Subject: RE: next request for records destruction - asbestos

Will do

From: ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>
Sent: Thursday, March 13, 2025 3:10 PM
To: OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>; RAIZA Ava * DEQ <ava.raiza@deq.oregon.gov>
Subject: RE: next request for records destruction - asbestos

If you could do them going forward, that would be great.

From: OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>
Sent: Thursday, March 13, 2025 3:08 PM
To: ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>; RAIZA Ava * DEQ <ava.raiza@deq.oregon.gov>
Subject: RE: next request for records destruction - asbestos

Is it ok if I do that for the future or do you want me to redo this one?

From: ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>
Sent: Thursday, March 13, 2025 3:05 PM
To: OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Cc: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>; RAIZA Ava * DEQ <ava.raiza@deq.oregon.gov>

Subject: RE: next request for records destruction - asbestos

Hi Audrey,

I do approve of the destruction of these records.

This is not the current approved form for records destructions. If you could have them sent in with the form found on the IG Qnet page, we would really appreciate it.

<https://stateoforegon.sharepoint.com/sites/RecordsManagementGroup/SitePages/Records-Management.aspx>

Thank you,

Linda



Linda Ross (she/her/hers)

Records Officer

Operations & Policy Analyst 2

Oregon Department of Environmental Quality

700 NE Multnomah St, Suite 600

Portland, OR 97232

Phone: +1 (971) 400-9142

Email: linda.ROSS@deq.oregon.gov

From: OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>

Sent: Thursday, March 13, 2025 2:41 PM

To: ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Cc: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>; RAIZA Ava * DEQ <ava.raiza@deq.oregon.gov>

Subject: RE: next request for records destruction - asbestos

Hi Linda, would you approve the destruction of these records? They are past retention. I approve.

Audrey O'Brien, (she/her)

Manager

Northwest Region Environmental Partnerships Section

Oregon Department of Environmental Quality

700 NE Multnomah Street, Suite 600

Portland, OR 97232

503-209-9182

From: ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>

Sent: Thursday, March 6, 2025 3:11 PM

To: OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>
Subject: RE: next request for records destruction

Absolutely!
I approve of the destruction of these records.
Linda



Linda Ross (she/her/hers)
Records Officer
Operations & Policy Analyst 2
Oregon Department of Environmental Quality
700 NE Multnomah St, Suite 600
Portland, OR 97232
Phone: +1 (971) 400-9142
Email: linda.ROSS@deq.oregon.gov

From: OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>
Sent: Thursday, March 6, 2025 2:58 PM
To: ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>
Subject: next request for records destruction

Hi Linda,

Would you approve the attached destruction form?

Thanks.

Audrey O'Brien, (she/her)
Manager
Northwest Region Environmental Partnerships Section
Oregon Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland, OR 97232
503-209-9182

From: ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>
Sent: Tuesday, March 4, 2025 1:44 PM
To: OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>
Subject: RE: please approve destruction of these files

I approve of the destruction of these records.

Thank you,

Linda



Linda Ross (she/her/hers)

Records Officer

Operations & Policy Analyst 2

Oregon Department of Environmental Quality

700 NE Multnomah St, Suite 600

Portland, OR 97232

Phone: +1 (971) 400-9142

Email: linda.ROSS@deq.oregon.gov

From: OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>

Sent: Tuesday, March 4, 2025 1:28 PM

To: ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Cc: KENNEDY-STOFFEL Emily * DEQ <Emily.KENNEDY-STOFFEL@deq.oregon.gov>

Subject: please approve destruction of these files

Hi,

Here is a records destruction request. I approve destruction of these files as they are past the records retention schedule.

Thanks.

Audrey O'Brien, (she/her)

Manager

Northwest Region Environmental Partnerships Section

Oregon Department of Environmental Quality

700 NE Multnomah Street, Suite 600

Portland, OR 97232

503-209-9182

DEQ Records Management

Destruction Authorization

To be completed before records are destroyed

Prog Box # if relevant	Schedule/Series # from current retention schedule	Contents including time frame	Series Title from current retention schedule	Volume of records	Retention from current schedule	Record Officer Approval	Shredding Required
13-06	2008-0009	Asbestos Notifications-50990-51389, 2/2012 to 3/2012	046 Asbestos Removal or Encapsulation Notices		10 Years		☐
13-06	2008-0009	Asb. Notifications 51406-51616; 4/2012 to 6/2012	046 Asbestos Removal or Encapsulation Notices		10 Years		☐
13-06	2008-0009	Asb Notification 51626-51684; 5/2012 to 6/2012	046 Asbestos Removal or Encapsulation Notices		10 years		☐
13-06	2008-0009	Asb Notifications 51705-51949, 6/2012 to 8/2012	046 Asbestos Removal or Encapsulation Notices		10 years		☐
13-08	2008-0009	asb notfications 45127-45604; 9/2009-12/2009	046 Asbestos Removal or Encapsulation Notices		10 years		☐
13-08	2008-0009	asb notifications 45631-45984; 12/2009-2/2010	046 Asbestos Removal or Encapsulation Notices		10 years		☐
13-08	2008-0009	asb notifications 46007-46371; 2/2010 - 4/2010	046 Asbestos Removal or Encapsulation Notices		10 years		☐
13-08	2008-0009	asb notifications 46420-46942; 4/2010 to 6/2010	046 Asbestos Removal or Encapsulation Notices		10 years		☐
13-07	2008-0009	asb notifications 50376-50982; 11/2011-1/2012	046 Asbestos Removal or Encapsulation Notices		10 years		☐
13-07	2008-0009	asb notifications 49882-50373; 08/2011-11/2011	046 Asbestos Removal or Encapsulation Notices		10 years		☐
13-07	2008-0009	asb noification 49395-49837; 6/11 to 8/11	046 Asbestos Removal or Encapsulation Notices		10 years		☐
13-07	2008-0009	asb notifications;49263-49383; 4/11-6/11	046 Asbestos Removal or Encapsulation Notices		10 years		☐

13-07	2008-0009	asb notifications 48879-49262; 4/11 to 6/11	046 Asbestos Removal or Encapsulation Notices		10 years		☐
							☐
							☐

Name of staff requesting destruction	Program/Division
Audrey O'Brien	Asbestos-AQ/NWR
Program Manager authorization signature	
Audrey O'Brien	
Records Officer authorization signature	
Records Coordinator signature	

Date
3/13/2025
Date
3/13/2025
Date
Destruction Date

I certify that the above-referenced records were destroyed in accordance with
[ORS 192.105](#).

Duplicate copies should be destroyed before the official copy but must be destroyed when the official copy is destroyed.

This signed document is the official record and will be retained permanently by the Records Officer