

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Friday, May 2, 2025 3:35 PM
To: RecordsRequest * DEQ
Subject: FW: Please approve the records destruction on first tab
Attachments: 20250416-asbestosrecords for destruction copy.xlsx

Hi Emmy, so this is the right one, and the one that was approved. The other one has series number 37 on line 26, and that one is incorrect. So, any emails prior to this one can be deleted. I also responded to this one that it is approved, so there is another email with that. But that one, the spreadsheet didn't come through. Let me know if that doesn't make sense.

Linda

From: OBRIEN Audrey * DEQ
Sent: Wednesday, April 16, 2025 2:32 PM
To: ROSS Linda * DEQ ; SolidWastePermitCoordinator * DEQ ; RecordsRequest * DEQ
Subject: Re: Please approve the records destruction on first tab

Ok I think this is right. Thank you for your help.

Audrey

From: OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>
Sent: Wednesday, April 16, 2025 2:17 PM
To: ROSS Linda * DEQ <Linda.ROSS@deq.oregon.gov>; SolidWastePermitCoordinator * DEQ <SolidWastePermitCoordinator.DEQNWR@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: Re: Please approve the records destruction on first tab

Sorry Linda, I wrote down the wrong series. It is asbestos notifications which are 10 years and should be 44 not 37. Here is the accurate one.

Audrey

From: ROSS Linda * DEQ <Linda.ROSS@deq.oregon.gov>
Sent: Wednesday, April 16, 2025 2:00:31 PM
To: SolidWastePermitCoordinator * DEQ <SolidWastePermitCoordinator.DEQNWR@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>
Subject: Re: Please approve the records destruction on first tab

Hi Audrey,

It looks like the retention for series #37 is 20 years, so the ones that fall under 37 will have to wait another 10 years.

Could you take them off and resubmit the form, please?

Thanks for continuing to work on your records, especially in this strange time that we are having!

Linda

From: SolidWastePermitCoordinator * DEQ <SolidWastePermitCoordinator.DEQNWR@deq.oregon.gov>
Sent: Wednesday, April 16, 2025 1:26:17 PM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; OBRIEN Audrey * DEQ <Audrey.OBRIEN@deq.oregon.gov>; ROSS Linda * DEQ <Linda.ROSS@deq.oregon.gov>
Subject: Fw: Please approve the records destruction on first tab

Sorry I sent this from our solid waste permit coordinator email.

From: SolidWastePermitCoordinator * DEQ <SolidWastePermitCoordinator.DEQNWR@deq.oregon.gov>
Sent: Wednesday, April 16, 2025 12:51 PM
To: ROSS Linda * DEQ <Linda.ROSS@deq.oregon.gov>
Subject: Please approve the records destruction on first tab

Hi Linda

Would you approve the records to be destroyed that are identified on the first tab of this spreadsheet? I am the manager approving the destruction of these records. They are past the DEQ retention schedule.

These are records that were retrieved from state records center accession number ISRC0106. Box 15-55 box 1 of 2 (see the spreadsheet you sent to me)

Thanks

Audrey O'Brien
Manager NWR Environmental Partnerships Section
503-209-9182

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:	<u>Asbestos</u>	Date approved by records officer:	<u> </u>
Program staff requesting destruction:	<u>Audrey O'Brien</u>	Date destroyed:	<u> </u>
Approving Manager:	<u>Audrey O'Brien</u>		

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	40	Asbestos annual notification	10 yrs	Annual notification dept of energy and quarterly notifications	2009-2011
				J&L endeavors dba car annual notification and quarterly reports	2005-2009
				Cascade pacific pulp annual notification refund	2014
				Ft James operating company annual notification and quarterly reports	2000-2003
				Georgia pacific west annual notification and quarterly report	2001-2002
				Marion county facilities annual notification and quarterly reports	2004-2008
				McMinnville school district annual notification and quarterly reports	1999-2000
				Newberg school district annual notification and quarterly reports	2004-2005
				Oregon state hospital annual notification and quarterly reports	2000-2012



