

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Thursday, May 15, 2025 11:29 AM
To: SCHROSK Andrea * DEQ; RecordsRequest * DEQ
Cc: MURPHY AnneMarie * DEQ
Subject: RE: Record destruction authorization form request 05.14

Hi Andrea,

If you could use the destruction notice excel sheet from now on, that would be really helpful. Thank you for staying on top of these!

AnneMarie,

If you approve of the destruction of these records, if you could let us know, that would be greatly appreciated.

Thank you,

Linda



Linda Ross (she/her/hers)
Records Officer
Oregon Department of Environmental Quality
700 NE Multnomah St, Suite 600
Portland, OR 97232
Phone: 971.400.9142
Email: linda.ROSS@deq.oregon.gov

From: SCHROSK Andrea * DEQ
Sent: Wednesday, May 14, 2025 2:56 PM
To: RecordsRequest * DEQ
Cc: MURPHY AnneMarie * DEQ
Subject: Record destruction authorization form request 05.14

Hello,

Please see attached records destruction request for approval.
Please let me know if there are any questions or concerns.

Thanks,



State of Oregon
Department of
Environmental
Quality

Andrea Schrosk
Accounting Technician - Revenue

Pronouns: she/her [why share pronouns?](#)
Phone: 503.805.8116
Email: andrea.schrosk@deq.oregon.gov

Oregon Department of Environmental
Quality
700 NE Multnomah St #600
Portland OR 97232

WOLF Emmy * DEQ

From: MURPHY AnneMarie * DEQ
Sent: Wednesday, June 4, 2025 4:04 PM
To: RecordsRequest * DEQ; SCHROSK Andrea * DEQ
Subject: RE: Record destruction authorization form request 05.14

I approve of the destruction of these documents



Anne Marie Murphy

Accounting Manager
Pronouns: she / her

Phone: 503-229-6014

Mobile: 503-860-1367

Email:

annemarie.murphy@deq.oregon.gov

700 NE Multnomah St Suite 600
Portland, OR 97232

*My schedule is Monday to Thursday
7:30 am to 5 pm and Friday 8 am to
12 pm*

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Portland, OR 97232
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Email: linda.ROSS@deq.oregon.gov

From: SCHROSK Andrea * DEQ <Andrea.SCHROSK@deq.oregon.gov>
Sent: Wednesday, May 14, 2025 2:56 PM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: MURPHY AnneMarie * DEQ <AnneMarie.MURPHY@deq.oregon.gov>
Subject: Record destruction authorization form request 05.14

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State of Oregon
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Andrea Schrosk
Accounting Technician - Revenue

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Phone: 503.805.8116
Email: andrea.schrosk@deq.oregon.gov

Oregon Department of Environmental
Quality
700 NE Multnomah St #600
Portland OR 97232

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:	Finance - Accounting	Date approved by records officer:	
Program staff requesting destruction:	Andrea Schrosk	Date destroyed:	
Approving Manager:	Anne Marie Murphy		

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)
State General Schedule : 166-300	166-300-025-13	Cash Receipts Records	6 yr	daily cash receipts documentation - headquarters	10/18/2018 - 04/30/2019
State General Schedule : 166-300	166-300-025-13	Cash Receipts Records	6 yr	daily cash receipts documentation - regional offices	07/01/2016 - 11/31/2018

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