

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Tuesday, February 11, 2025 1:06 PM
To: WILBANKS Willa * DEQ; RecordsRequest * DEQ; ROBERTSON Penny * DEQ; YELLESETTY Leela * DEQ
Subject: RE: HR File Destruction Request

No worries! Thank you for making that correction.

I approve of the destruction of these records.

Have a wonderful day!

Linda

From: WILBANKS Willa * DEQ <Willa.WILBANKS@deq.oregon.gov>
Sent: Tuesday, February 11, 2025 9:56 AM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; ROBERTSON Penny * DEQ <Penny.Robertson@deq.oregon.gov>; YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Subject: RE: HR File Destruction Request

Hi Linda,

Sorry about that, it should be schedule 9(b). I've corrected it.

Thank you,
Willa

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Monday, February 10, 2025 3:53 PM
To: ROBERTSON Penny * DEQ <Penny.Robertson@deq.oregon.gov>; WILBANKS Willa * DEQ <Willa.WILBANKS@deq.oregon.gov>; YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: HR File Destruction Request

Hi Willa and Penny,

For the first line of records, 0040 (9(a)) has a retention period of 10 years after employee separation. (b) has a retention of 3 years for all other employee personnel records. Are these records 'employee applications, personnel actions, employee contracts, home address/telephone disclosures and emergency notification forms, oaths of office, or a summary of service prior to 1954' (a), or would it fall under the 'all other employee personnel records'?

If it falls under section (b), can you please update this on the destruction request? Otherwise, the records will need to be retained for 10 years after the employee separation.

Thank you,

Linda



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

From: ROBERTSON Penny * DEQ <Penny.Robertson@deq.oregon.gov>
Sent: Monday, February 10, 2025 3:18 PM
To: WILBANKS Willa * DEQ <Willa.WILBANKS@deq.oregon.gov>; YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: HR File Destruction Request

Approved

Penny Robertson
Oregon DEQ Human Resources and Payroll
Human Resources and Payroll Manager
Pronouns: She/Her/Hers | [Why share pronouns?](#)
Penny.robertson@deq.oregon.gov
Cell: 503-446-7244

[Speak Up](#)

From: WILBANKS Willa * DEQ <Willa.WILBANKS@deq.oregon.gov>
Sent: Monday, February 10, 2025 3:04 PM
To: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>; ROBERTSON Penny * DEQ <Penny.Robertson@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: HR File Destruction Request

I updated the dates column to denote the date range of the files.

From: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Sent: Friday, February 7, 2025 2:48 PM
To: WILBANKS Willa * DEQ <Willa.WILBANKS@deq.oregon.gov>; ROBERTSON Penny * DEQ <Penny.Robertson@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: HR File Destruction Request

Thanks Willa! I'm looping in the records inbox as part of our new process with our newly expanded team! Once Penny reviews and approves, Linda will respond with her approval and Emmy will log the destruction records.

Cheers,
Leela

From: WILBANKS Willa * DEQ <Willa.WILBANKS@deq.oregon.gov>
Sent: Friday, February 7, 2025 2:39 PM
To: ROBERTSON Penny * DEQ <Penny.Robertson@deq.oregon.gov>; YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>
Subject: HR File Destruction Request

Hello Leela,

It's that time again! We are needing to purge our 2020-2021 terminated employee files.

Penny please take a look at this form and reply to all to let us know if you approve.

Leela let me know if you need more information.

Thank you,



Willa Wilbanks

Human Resource Analyst - Recruiter
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Office: 503-347-0029
Pronouns: She/her/hers [Why share pronouns?](#)

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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Program/section name: Human Resources/CSD **Date approved by records officer:** _____

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Program staff requesting destruction:	<u>Willa Wilbanks</u>	Date destroyed:	<u></u>
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Program staff requesting destruction:	<u>Willa Wilbanks</u>	Date destroyed:	<u></u>
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Program staff requesting destruction:	<u>Willa Wilbanks</u>	Date destroyed:	<u></u>
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Approving Manager: Penny Robertson

Approving Manager: Penny Robertson

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	0040(9)(a)	Employee Personnel Records	3 years	200 files	1/1/20-2/10/22
State General Schedule : 166-300	0040(8)©	Employee Medical Records	3 years	100 files	1/1/20-2/10/22