
RE: New records destruction procedures

From YELLESETTY Leela <Leela.YELLESETTY@deq.oregon.gov>

Date Tue 9/15/2020 9:10 AM

To DUNCAN Jack <Jack.DUNCAN@deq.state.or.us>

This destruction is approved. You can go ahead and destroy these records, I will save these emails. Thanks!

From: DUNCAN Jack <Jack.DUNCAN@deq.state.or.us>

Sent: Tuesday, September 15, 2020 9:06 AM

To: YELLESETTY Leela <Leela.YELLESETTY@deq.state.or.us>

Subject: FW: New records destruction procedures

Hi Leela,

What is the next step in the destruction authorization process?

Jack Duncan

Human Resources Assistant

DEQ Human Resources

700 NE Multnomah St. Suite 600

Portland, OR 97232

Phone: (503)229-6441 Fax: (503)229-5787

From: KORN Susan <Susan.Korn@deq.state.or.us>

Sent: Tuesday, September 15, 2020 9:03 AM

To: DUNCAN Jack <Jack.DUNCAN@deq.state.or.us>

Subject: RE: New records destruction procedures

I approve the destruction of these records in accordance with state retention laws.

Sue Korn

HR Manager

From: DUNCAN Jack <Jack.DUNCAN@deq.state.or.us>

Sent: Tuesday, August 25, 2020 3:22 PM

To: KORN Susan <Susan.Korn@deq.state.or.us>

Subject: FW: New records destruction procedures

Hi Sue,

I'm getting caught up on document retention and destruction. Do you approve the attached Document Destruction Authorization form, and attached list?

Jack Duncan, HR Assistant

*DEQ Human Resources
700 NE Multnomah St. Suite 600
Portland, OR 97232
Phone: (503)229-6441 Fax: (503)229-5787*

From: YELLESETTY Leela <YELLESETTY.Leela@deq.state.or.us>
Sent: Friday, August 23, 2019 2:45 PM
To: ULAM Abby <Ulam.Abbey@deq.state.or.us>; GATES LeeAnn <GATES.LeeAnn@deq.state.or.us>; DAVID Dee <David.Dee@deq.state.or.us>; OLLER Emily <Oller.Emily@deq.state.or.us>; LASWELL Paula <Laswell.Paula@deq.state.or.us>; LUTTRELL Suzy <Luttrell.Suzy@deq.state.or.us>; DUNCAN Jack <DUNCAN.Jack@deq.state.or.us>; CRAIG Barbara J <Craig.Barbara@deq.state.or.us>
Cc: MERCER Kristen <Mercer.Kristen@deq.state.or.us>
Subject: New records destruction procedures

Hello all,

I'm reaching out to those of you who've submitted destruction forms on a semi regular basis in the past with a heads up that we've changed our procedures (feel free to pass along to anyone else you think would like to know!)

The good news is we no longer have to print and sign the forms, woot! After checking with state archives I've determined that email approvals are sufficient. The new procedure and form are posted in the same spot on the bottom right corner of the [Records QNet page](#).

Other than not having to print and sign, the process is pretty much the same, but please don't hesitate to reach out if you have questions or concerns!

Thanks,
Leela

Leela Yellesetty
She/her pronouns
Records & Information Security Officer
Oregon Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland, OR 97232
503.229.5559
Yellesetty.leela@deq.state.or.us

DEQ Records Destruction Authorization Form

Before destroying records, email this form to your manager & agency records officer (Leela Yellesetty) to obtain authorization.

Authorization is by email only, no signatures required.

[Records destruction procedure](#)

[DEQ Retention Schedule](#)

[State General Retention Schedule](#)

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

Program staff requesting destruction: Jack Duncan **Date destroyed:** _____

Approving Manager: Sue Korn

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)
Personnel Records: 166-300-0040	8	(8) Employee Medical Records	3 years after employee separation, destroy	Medical files for employees separated from DEQ >3 years ago. (List attached)	Previous to 12/31/2016.
Personnel Records: 166-300-0040	9b	(9) Employee Personnel Records	3 years after effective date, destroy	Employee performance improvement records; disciplinary records. (older than 3 years)	older than 3 years



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Martha Tully
Brian White
Gene Wong
Pamela Wright
Carrie Everett
Luciano Garza
Derek Gill
Shanna Hamilton
Joni Hammond
Shana Harris
Phillip Hess
Dietra Jenkins
Robert Jones
Chelsea King
Avis Newell
Thomas Peterson
Richard Pedersen
Jacquelin Pliler
James Roys
Geri Sledd
Janice Stude
Dennis Ades
Aida Biberic
Sonja Biornhansen
Charles Calkins
Les Carlough
Kimberly Carlson
Susan Christensen
John Clark
Julia Crown
Marcia Daneb
Alen Daniels
Mindi English
David LeBrun
Scott Manzano
Bob McCoy
Martin Mills
Deborah Nesbit