
RE: Records Retention

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

Date Fri 11/13/2020 11:56 AM

To KENNY Jennifer <Jennifer.KENNY@deq.state.or.us>

Approved, thanks Jennifer!

From: KENNY Jennifer <Jennifer.KENNY@deq.state.or.us>

Sent: Friday, November 13, 2020 11:32 AM

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

Subject: FW: Records Retention

Hi, Leela,

Please see the attached request to destroy files that have met the retention schedule. Also, below is email approval from the CPA program manager.

Thank you,
Jennifer

From: BARLOW Lynn <Lynn.BARLOW@deq.state.or.us>

Sent: Tuesday, November 10, 2020 1:57 PM

To: KENNY Jennifer <Jennifer.KENNY@deq.state.or.us>

Subject: RE: Records Retention

I've reviewed the 2 files proposed for destruction, and I approve.

Lynn Barlow (she/her/hers)
Water Quality Program Manager
Clean Water SRF | Compliance Policy and Data Management
Oregon Department of Environmental Quality
Barlow.Lynn@deq.state.or.us
Desk: 503-229-6896
Cell: 503-951-9931

From: KENNY Jennifer <Jennifer.KENNY@deq.state.or.us>

Sent: Tuesday, November 10, 2020 10:54 AM

To: BARLOW Lynn <Lynn.BARLOW@deq.state.or.us>

Subject: Records Retention

Hello,

Attached is a request to destroy two files that have reached their retention period, which is three years after the loan is repaid.

Please sign the attached sheet or email approval, and return it to me.

Thank you,
Jennifer

Jennifer Kenny, Program Analyst

Clean Water State Revolving Fund
Oregon Department of Environmental Quality
700 NE Multnomah Street, Suite #600
Portland, OR 97232
Tel. 503-229-6312
Email: kenny.jennifer@deq.state.or.us
www.oregon.gov/deq/wq/cwsrf

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
	2008-0009	Clean Water State Revolving Fund project files: R71490 Parkdale Sanitary District	285 State Revolving Fund Records	All project officer records	3 years after pay off date		<input checked="" type="checkbox"/>
	2008-0009	Clean Water State Revolving Fund project files: R29200 Drain	285 State Revolving Fund Records	All project officer records	3 years after pay off date		<input checked="" type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Name of staff requesting destruction
Jennifer Kenny

Program/Division
CPA/WQ

Date
11/10/2020

Program Manager authorization signature

Date

Records Officer authorization signature

Date

Records Coordinator signature

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