
FW: DEQ Records Destruction Authorization Form

From VANTASSEL Linda * DEQ <linda.vantassel@deq.state.or.us>

Date Tue 11/16/2021 8:57 AM

To YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>; MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

Hi Leela and Kristen. Below is the approval to destroy the purged documents. They are going into the dumpster today, November 16, 2021. Thank you again for all of your guidance through this process. Linda

From: KUCINSKI Michael * DEQ <michael.kucinski@deq.state.or.us>

Sent: Tuesday, November 16, 2021 8:54 AM

To: VANTASSEL Linda * DEQ <linda.vantassel@deq.state.or.us>; MAILANDER Deb * DEQ <deb.mailander@deq.state.or.us>

Subject: Re: DEQ Records Destruction Authorization Form

As acting manager for Deb, I approve. Thanks!
Mike

From: VANTASSEL Linda * DEQ <linda.vantassel@deq.state.or.us>

Sent: Tuesday, November 16, 2021 8:36:32 AM

To: MAILANDER Deb * DEQ <deb.mailander@deq.state.or.us>; KUCINSKI Michael * DEQ <michael.kucinski@deq.state.or.us>

Subject: FW: DEQ Records Destruction Authorization Form

Hello. We have Leela's okay to destroy the records Deb, Randy, Dan and Greg pulled out of the files. Please send me an email allowing the destructions as noted by Leela below. Mike, I included you in this email since you are covering for Deb. Thanks! Linda

From: YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>

Sent: Tuesday, November 16, 2021 8:26 AM

To: VANTASSEL Linda * DEQ <linda.vantassel@deq.state.or.us>

Cc: TROX Randall * DEQ <randall.trox@deq.state.or.us>; MERCER Kristen * DEQ <kristen.mercer@deq.state.or.us>

Subject: RE: DEQ Records Destruction Authorization Form

Thanks Linda, these all look good to me! No need to include the originals. Now we just need an email approval from Deb and you can proceed with the destructions!

From: VANTASSEL Linda * DEQ <linda.vantassel@deq.state.or.us>

Sent: Monday, November 15, 2021 12:36 PM

To: YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>

Cc: TROX Randall * DEQ <randall.trox@deq.state.or.us>; MERCER Kristen * DEQ <kristen.mercer@deq.state.or.us>

Subject: RE: DEQ Records Destruction Authorization Form

Hi Leela. I have attached the completed spreadsheets as requested. Do you need the original as filled out by the Program Staff as well? Linda

Linda Van Tassel

Office Specialist
DEQ Coos Bay Office
381 N 2nd Street
Coos Bay, OR 97420
541-269-2721 x 233
Linda.VanTassel@deq.state.or.us

From: YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>
Sent: Monday, November 01, 2021 9:45 AM
To: VANTASSEL Linda * DEQ <linda.vantassel@deq.state.or.us>
Cc: TROX Randall * DEQ <randall.trox@deq.state.or.us>; MERCER Kristen * DEQ <kristen.mercer@deq.state.or.us>
Subject: RE: DEQ Records Destruction Authorization Form

Hi Linda,

Those look like they're eligible to me! Would it be possible to type those into the excel form and send? That will make it easier to add to our master list. Then if you can email to myself, Kristen and the approving manager we can email approvals and you will be good to destroy.

Thanks!
Leela

From: VANTASSEL Linda * DEQ <linda.vantassel@deq.state.or.us>
Sent: Friday, October 29, 2021 2:11 PM
To: YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>
Cc: TROX Randall * DEQ <randall.trox@deq.state.or.us>
Subject: DEQ Records Destruction Authorization Form

Hi Leela. We've had a team working in the office today cleaning up some Coos Bay Office WPCF-Onsite files. I have attached the DEQ Destruction Authorization form. What do you think? Can these records be destroyed? We are eagerly awaiting your reply☺ Thanks! Linda

Linda Van Tassel

Office Specialist
DEQ Coos Bay Office
381 N 2nd Street
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Before destroying records, email this form to your manager & RecordsRequest@deq.state.or.us to obtain authorization.

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[Records destruction procedure](#) [DEQ Retention Schedule](#) [State General Retention Schedule](#)

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Program/section name:	WPCF/Onsite	Date approved by records officer:	
Program staff requesting destruction:	Randy Trox	Date destroyed:	
Approving Manager:	Deb Mailander		

Program/section name:	WPCF/Onsite	Date approved by records officer:	
Program staff requesting destruction:	Randy Trox	Date destroyed:	
Approving Manager:	Deb Mailander		

Program/section name:	WPCF/Onsite	Date approved by records officer:	
Program staff requesting destruction:	Randy Trox	Date destroyed:	
Approving Manager:	Deb Mailander		

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	332	Waste & Waste-water discharge	15 years	DMRs, Correspondence File #108389	<10/2006
DEQ Special Schedule: 2008-0009	332	Waste & Waste-water discharge	15 years	DMRs, Correspondence File #111871	<10/2006
DEQ Special Schedule: 2008-0009	332	Waste & Waste-water discharge disposal permit records	15 years	WPCF File #64715 DMRs, Correspondence	<10/2006
DEQ Special Schedule: 2008-0009	332	Waste & Waste-water discharge disposal permit records	Until supercded	WPCF File #64715 Effluent Reclamation & Reuse	Prior to 2011 System Upgrade 2014
DEQ Special Schedule: 2008-0009	332	Source Permits WPCF	Retain current & previous	WPCF File #64715	1987 & 1992 Permit exp 1997
DEQ Special Schedule: 2008-0009	332	Waste & Waste-Water Discharge Disposal Permit records		File 108766 DMRS, Correspondence	<10/2006
DEQ Special Schedule: 2008-0009	332	Source Permits WPCF	Retain current & previous	File 108766, 2001 Permit	3 permits ago





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WPCF/OS

Program/section name: WPCF/OS **Date approved by records officer:**

Greg Alton

Program staff requesting destruction:	Greg Alton	Date destroyed:
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Deb Mailander

[illegible]



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Approving Manager:	<u>Deb Mailander</u>		

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Approving Manager:	<u>Deb Mailander</u>		

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Approving Manager:	<u>Deb Mailander</u>		

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DEQ Special Schedule: 2008-0009	332	Waste & Waste-water discharge	15 years	DMRs, Correspondence File #111871	<10/2006
DEQ Special Schedule: 2008-0009	332	Waste & Waste-water discharge disposal permit records	15 years	WPCF File #64715 DMRs, Correspondence	<10/2006
DEQ Special Schedule: 2008-0009	332	Waste & Waste-water discharge disposal permit records	Until supercded	WPCF File #64715 Effluent Reclamation & Reuse	Prior to 2011 System Upgrade 2014
DEQ Special Schedule: 2008-0009	332	Source Permits WPCF	Retain current & previous	WPCF File #64715	1987 & 1992 Permit exp 1997
DEQ Special Schedule: 2008-0009	332	Waste & Waste-Water Discharge Disposal Permit records		File 108766 DMRS, Correspondence	<10/2006
DEQ Special Schedule: 2008-0009	332	Source Permits WPCF	Retain current & previous	File 108766, 2001 Permit	3 permits ago



