
FW: action item: please approve attached records destruction form

From YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>
Date Tue 12/14/2021 8:53 AM
To MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

 1 attachment (201 KB)

Copy of Records Destruction Authorization Form.12.10.21.xlsx;

From: SMITH Bryan * DEQ <bryan.smith@deq.state.or.us>
Sent: Friday, December 10, 2021 7:56 AM
To: KORTENHOF Mike * DEQ <mike.kortenhof@deq.state.or.us>; YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>
Cc: SMITH Bryan * DEQ <bryan.smith@deq.state.or.us>
Subject: action item: please approve attached records destruction form

Good morning.

Can you both please sign and thereby approve this form? Once you do, I can proceed with destroying the documents referred to within the form.

Mike, I've copied Leela in case you have questions about how to approve this form.

Thanks, Bryan.

RE: action item: please approve attached records destruction form

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

Date Tue 12/14/2021 8:53 AM

To KORTENHOF Mike * DEQ <Mike.KORTENHOF@deq.oregon.gov>; SMITH Bryan * DEQ <bryan.smith@deq.state.or.us>

Cc MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

Approved, thanks!

From: KORTENHOF Mike * DEQ <mike.kortenhof@deq.state.or.us>

Sent: Monday, December 13, 2021 1:54 PM

To: SMITH Bryan * DEQ <bryan.smith@deq.state.or.us>; YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>

Subject: RE: action item: please approve attached records destruction form

I approve proceed per Bryan's plan. Please note the electronic records consist of eight (or so) Access databases previously associated with each region office. It also included a summary spreadsheet compiling most of them into one file for ease of searching. Mike

From: SMITH Bryan * DEQ <bryan.smith@deq.state.or.us>

Sent: Friday, December 10, 2021 7:56 AM

To: KORTENHOF Mike * DEQ <mike.kortenhof@deq.state.or.us>; YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>

Cc: SMITH Bryan * DEQ <bryan.smith@deq.state.or.us>

Subject: action item: please approve attached records destruction form

Good morning.

Can you both please sign and thereby approve this form? Once you do, I can proceed with destroying the documents referred to within the form.

Mike, I've copied Leela in case you have questions about how to approve this form.

Thanks, Bryan.

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:

NWR Tanks/Complaints

Date approved by records officer:

Program staff requesting destruction:

Bryan Smith

Date destroyed:

Approving Manager:

Mike Kortenhof

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: 2008-0009	42B	asbestos complaints	10 years	All Complaints for any and all programs (including asbestos, as it has the longest retention schedule of all programs) filed prior to 12/1/2011. Complaints are 1) located in boxes on the 6th floor of DEQ's Lloyd building in Northwest Region and 2) at this online storage location: \\deqhq1\apps\Agency Management\Complaints	12/1/2011 and prior