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**RE: Copy of Records Destruction Authorization Form.12.10.21.xlsx**

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**From** YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>

**Date** Mon 1/10/2022 8:45 AM

**To** CRAIG Barbara J \* DEQ <Barbara.J.CRAIG@deq.oregon.gov>

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

 1 attachment (199 KB)

Copy of Records Destruction Authorization Form.12.10.21.xlsx;

Approved, thanks!

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**From:** CRAIG Barbara J \* DEQ <Barbara.J.CRAIG@deq.oregon.gov>

**Sent:** Friday, January 7, 2022 8:05 AM

**To:** YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>

**Subject:** Copy of Records Destruction Authorization Form.12.10.21.xlsx

Requesting approval to destroy these complaint records after today, 01/07/22.

Barbara Craig

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**FW: Copy of Records Destruction Authorization Form.12.10.21.xlsx**


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**From** YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>

**Date** Thu 1/13/2022 11:21 AM

**To** CRAIG Barbara J \* DEQ <Barbara.J.CRAIG@deq.oregon.gov>

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

 1 attachment (479 KB)

Copy of Records Destruction Authorization Form.12.10.21\_encrypted\_.pdf;

Approved, thanks

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**From:** CRAIG Barbara J \* DEQ <Barbara.J.CRAIG@deq.oregon.gov>

**Sent:** Thursday, January 13, 2022 10:36 AM

**To:** YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>

**Subject:** FW: Copy of Records Destruction Authorization Form.12.10.21.xlsx

Hey Leela, I know you've already approved this, but perhaps the approval should follow the manager's signoff. Once you've approved, I'll start destroying records and then let you know when I'm done.

Thanks,

Barbara

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**From:** STEINDORF Chris \* DEQ

**Sent:** Thursday, January 13, 2022 10:24 AM

**To:** CRAIG Barbara J \* DEQ <[Barbara.J.CRAIG@deq.oregon.gov](mailto:Barbara.J.CRAIG@deq.oregon.gov)>

**Subject:** RE: Copy of Records Destruction Authorization Form.12.10.21.xlsx

Thanks Barbara

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**From:** CRAIG Barbara J \* DEQ <[Barbara.J.CRAIG@deq.oregon.gov](mailto:Barbara.J.CRAIG@deq.oregon.gov)>

**Sent:** Wednesday, January 12, 2022 4:10 PM

**To:** STEINDORF Chris \* DEQ <[Chris.STEINDORF@deq.oregon.gov](mailto:Chris.STEINDORF@deq.oregon.gov)>

**Subject:** Copy of Records Destruction Authorization Form.12.10.21.xlsx

Chris,

Here is the records destruction authorization form for the complaints up through 12/01/11. Please sign and return to me and I'll forward it on to Leela Yellesetty for her approval.

Thank you,

Barbara

# 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](#)

***Before*** destroying records, email this form to your manager & agency records officer (Leela Yellesetty) to obtain authorization.  
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[Records destruction procedure](#)                      [DEQ Retention Schedule](#)                      [State General Retention Schedule](#)

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

<a href="#">Records destruction procedure</a>	<a href="#">DEQ Retention Schedule</a>	<a href="#">State General Retention Schedule</a>
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[Records destruction procedure](#) [DEQ Retention Schedule](#) [State General Retention Schedule](#)

**Program/section name:** WR/Medford Complaints (All Programs) **Date approved by records officer:** \_\_\_\_\_

<b>Program staff requesting destruction:</b>	Barbara Craig	<b>Date destroyed:</b>
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**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.	All complaints filed prior to 12/1/2011



[REDACTED]

[REDACTED]

