

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 Water quality/Stormwater 1200-C program

Date approved by records officer:

Program staff requesting destruction:

Diana Adams

Date destroyed:

Approving Manager:

Christine Svetkovich

[Signature]

9/9/2019
9/9/2019

Series # (from

schedule)

Series Name (from schedule)

Retention period
(from schedule)

Contents (any additional description or
attach detailed list)

Date(s)

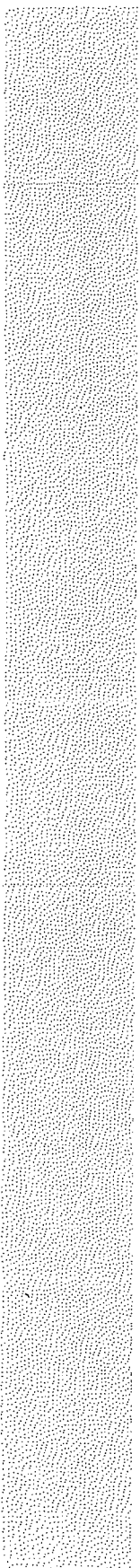
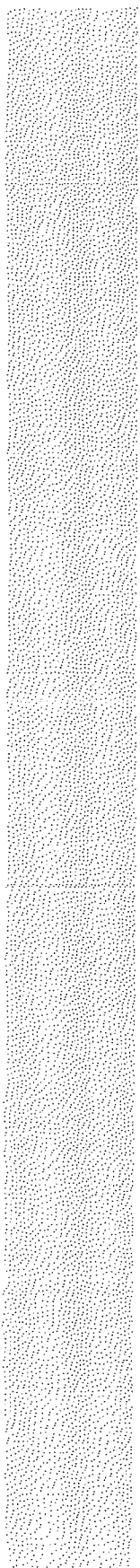
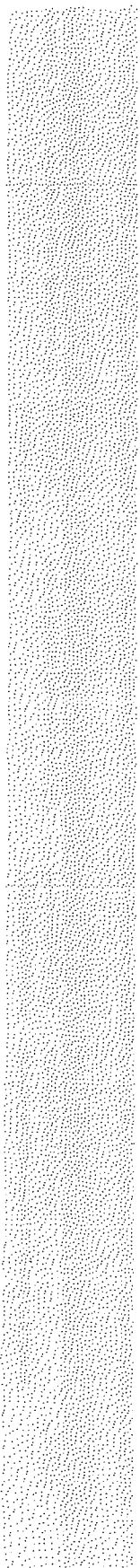
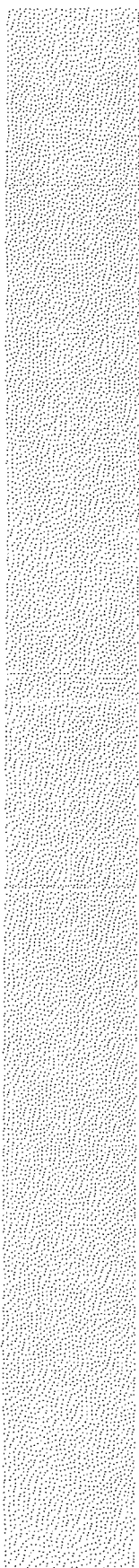
Schedule Name/ # (select from dropdown)

314 Stormwater Permit Records

10 Years

Permit Files See attached list

1994-2007



File Number	File Name	Permit Type	Termination Date	File years	WQSIS UPDATED?
107881	Sivers Industrial Park	1200-C	10/26/1994	1993-1994	10/12/2002
107852	Forest Heights Phase 6	1200-C	7/18/1995	1993-1995	10/12/2002
108432	Sheri Lynn Estates	1200-C	10/30/1995	1994-1995	10/12/2002
108465	Gentry Park Project	1200-C	5/1/1996	1995-1996	10/12/2002
	FUJITSU MICROELECTRONICS, INC. GMD FAB 2 EXPANSION				
108712	PROJECT	1200-C	9/30/1996	1995-1996	10/12/2002
109024	Gentry Highlands	1200-C	9/30/1996	1996-1997	10/12/2002
	Scott mt. by the Brook (Red				
108707	Tail Canyon)	1200-C	4/18/1997	1995-1997	10/12/2002
109853	Cascade Crest	1200-C	7/16/1998	1998.00	10/12/2002
	SW Community Center/				
109608	Grabriel Park	1200-C	4/15/1999	1997-1999	10/12/2002
100045	Fuel Processors Inc	1200-COLS	6/15/2000	1999-06/2000	7/6/2015
100045	Fuel Processors Inc	1200-COLS	6/15/2000	1981-1985	7/6/2015
100045	Fuel Processors Inc	1200-COLS	6/15/2000	1986-1998	7/6/2015
109770	Foster Rd Project	1200-C	11/29/2000	1998-2000	10/12/2002
110211	Level 3 Communications LLC	1200-C	12/26/2000	1999-2000	10/12/2002
110576	Frontier Missions (Agent)	1200-C	11/15/2001	1999-2001	10/12/2002
111382	Frito-Lay Distribution Center	1200-C	6/6/2002	2001-6/2002	10/12/2002
111536	Dania (Agent)	1200-C	9/24/2002	2001-2002	10/12/2002
111426	Fisher Mills Inc (Agent)	1200-Cols	4/7/2003	2001-2003	10/12/2002
	Scholls Pointe Townhomes				
111517	(Agent)	1200-C	6/10/2003	2001/2003	7/16/2003
111025	Forest Heights Tract J	1200-C	9/30/2003	2000-2003	9/30/2003
111639	Canterwood No. 2 (Agent)	1200-C	10/1/2003	2001-2003	10/13/2003
111611	Forest Springs (Agent)	1200-C	6/10/2004	2001-2004	6/11/2004
111642	Sanderson Subdivision	1200-C	6/10/2004	2001-2004	6/10/2004
	Gateway Commons				
112089	Apartments	1200-C	6/21/2004	2003-2004	6/21/2004
	Forest grove New School K-4				
111736	(Agent)	1200-C	7/8/2004	2002-2002	7/8/2004
	Former NPD Laboratory				
112566	(Agent)	1200-C	7/8/2004	2003-2004	7/8/2004
112163	Gentry Heights (Agent)	1200-C	10/12/2004	2003-2004	10/12/2004
	Microchip Technology Incorp.				
104006	Annual DMRS	1200-COLS	11/20/2006	1993-1999	7/6/2015
113526	Pacific Bellvue Subdivision	1200-C	1/19/2007	2004-2007	1/19/2007
113954	SNJM Heritage Center (Agent)	1200-C	1/19/2007	2005-2007	1/19/2007
114423	Chase Landing	1200-C	1/19/2007	2005-2007	1/19/2007
114683	Julie's Place (Agent)	1200-C	1/19/2007	2005-2007	1/19/2007
	Tualatin Level A Reservoir				
114715	(Agent)	1200-C	1/19/2007	2005-2007	1/19/2007
113793	Oswego place (Agent)	1200-C	1/22/2007	2005-2007	1/22/2007
115537	Solera Subdivison	1200-C	1/22/2007	2006-2007	1/22/2007

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112952 Carlye Oaks	1200-C	1/26/2007 2006-2007	1/26/2007
113296 Headwaters at Tyron Creek	1200-C	1/26/2007 2004-2007	1/26/2007
113319 Highcroft Subdivision (Agent)	1200-C	1/26/2007 2006-2007	1/26/2007
113401 Starpointe Subdivision Ph2	1200-C	1/26/2007 2004-2007	1/26/2007
113501 Redwood Acres	1200-C	1/26/2007 2004-2007	1/26/2007
Cherie & John Noffz Jr-			
113563 Residence	1200-C	1/26/2007 2005-2007	1/26/2007
113904 Hall Street Appliance (Agent)	1200-C	1/26/2007 2005/2007	1/26/2007
Old Spaghetti Parking lot			
115035 Improv	1200-C	1/26/2007 2005-2007	1/26/2007
114258 Bonnie Brae Park	1200-C	1/29/2007 2005-2007	1/29/2007
113646 Heavenly Ranch	1200-C	1/31/2007 2005-2007	1/31/2007
112367 Clackamas River Trail	1200-C	2/1/2007 2003-2007	2/1/2007
113023 Fujitsu Wetland Mitigation	1200-C	2/1/2007 2004-2007	2/1/2007
113820 Glenn Oaks (Agent)	1200-C	2/1/2007 2005-2007	2/1/2007
113949 Field"s Bridge Park	1200-C	2/1/2007 2005/2007	2/1/2007
115105 International Truck and Engine	1200-C	2/1/2007 2006-2007	2/1/2007
113301 Money Saver- South Gresham	1200-C	2/16/2007 2004-2007	2/16/2007
113574 Clatsop Co Restitution Center	1200-C	2/16/2007 2005-2007	2/16/2007
113938 Bryant Estates	1200-C	2/16/2007 2005-2007	2/16/2007
114482 New Elementary School #32	1200-C	3/16/2007 2005-2007	3/16/2007
Fed Ex Freight West Inc			
105471 (Agent)	1200-Cols	8/17/2007 1992-2007	8/20/2007
114934 Cambray 5 (Agent)	1200-C	01/26/02007 2005-2007	1/26/2007
112330 Davis Wetland Enhancement	1200-C	06/31/2004 2003-2004	06/31/2004

ADAMS Diana

From: YELLESETTY Leela
Sent: Monday, September 9, 2019 2:39 PM
To: ADAMS Diana; SVETKOVICH Christine; SEVEN Jenni
Subject: RE: Emailing: Stormwater file destruction form 09-06-2019.xlsx

Thanks Diana, this looks good to me. Once Christine responds with the approval you can proceed with the destruction and just let me know when it's complete.

From: ADAMS Diana <ADAMS.Diana@deq.state.or.us>
Sent: Monday, September 9, 2019 10:02 AM
To: SVETKOVICH Christine <SVETKOVICH.Christine@deq.state.or.us>; YELLESETTY Leela <YELLESETTY.Leela@deq.state.or.us>; SEVEN Jenni <SEVEN.Jenni@deq.state.or.us>
Subject: RE: Emailing: Stormwater file destruction form 09-06-2019.xlsx

Ok, here is the new destruction form and list. I am attaching the old list and then also attached is the Destruction Authorization form with the new list.

I have pulled back the files and will have them in a box with other 1200-Z files from the same time frame.

Diana Adams
Northwest Region Water Quality program support
700 NE Multnomah St Suite 600
Portland, OR 97232
503-229-5552
Adams.diana@deq.state.or.us

From: SVETKOVICH Christine <SVETKOVICH.Christine@deq.state.or.us>
Sent: Monday, September 9, 2019 9:52 AM
To: ADAMS Diana <ADAMS.Diana@deq.state.or.us>; YELLESETTY Leela <YELLESETTY.Leela@deq.state.or.us>; SEVEN Jenni <SEVEN.Jenni@deq.state.or.us>
Subject: RE: Emailing: Stormwater file destruction form 09-06-2019.xlsx

Great- thanks Diana!

From: ADAMS Diana <ADAMS.Diana@deq.state.or.us>
Sent: Monday, September 9, 2019 9:51 AM
To: YELLESETTY Leela <YELLESETTY.Leela@deq.state.or.us>; SVETKOVICH Christine <SVETKOVICH.Christine@deq.state.or.us>; SEVEN Jenni <SEVEN.Jenni@deq.state.or.us>
Subject: RE: Emailing: Stormwater file destruction form 09-06-2019.xlsx

There are 4 files that are now a 1200-Z the 1200-T (2), 1200-H, and 1200-S.

I will pull out the 4 files redo the destruction list and make notes that the files are now listed as 1200-Z and then resend the list for approval of destruction.

Diana Adams
Northwest Region Water Quality program support
700 NE Multnomah St Suite 600
Portland, OR 97232
503-229-5552
Adams.diana@deq.state.or.us

From: YELLESETTY Leela <YELLESETTY.Leela@deq.state.or.us>
Sent: Monday, September 9, 2019 8:44 AM
To: SVETKOVICH Christine <SVETKOVICH.Christine@deq.state.or.us>; SEVEN Jenni <SEVEN.Jenni@deq.state.or.us>; ADAMS Diana <ADAMS.Diana@deq.state.or.us>
Subject: RE: Emailing: Stormwater file destruction form 09-06-2019.xlsx

Thanks for clarifying this Christine. That being the case I approve this destruction.

From: SVETKOVICH Christine <SVETKOVICH.Christine@deq.state.or.us>
Sent: Monday, September 9, 2019 7:47 AM
To: SEVEN Jenni <SEVEN.Jenni@deq.state.or.us>; ADAMS Diana <ADAMS.Diana@deq.state.or.us>
Cc: UNGER Kurt <UNGER.Kurt@deq.state.or.us>; YELLESETTY Leela <YELLESETTY.Leela@deq.state.or.us>
Subject: RE: Emailing: Stormwater file destruction form 09-06-2019.xlsx

Hi All—Any facility records that were under those other industrial stormwater general permits and now are covered by the 1200-Z cannot be destroyed. Any other general stormwater permit records (1200-C, CA, CN, A) all can per the records retention schedule.

Christine

From: SEVEN Jenni <SEVEN.Jenni@deq.state.or.us>
Sent: Friday, September 6, 2019 2:27 PM
To: SVETKOVICH Christine <SVETKOVICH.Christine@deq.state.or.us>; YELLESETTY Leela <YELLESETTY.Leela@deq.state.or.us>; ADAMS Diana <ADAMS.Diana@deq.state.or.us>
Cc: MRAZIK Steve <MRAZIK.Steve@deq.state.or.us>; UNGER Kurt <UNGER.Kurt@deq.state.or.us>
Subject: RE: Emailing: Stormwater file destruction form 09-06-2019.xlsx

In that case, can the 1200-T, 1200-H, 1200-S, and 1200-COLS files be destroyed, or do they need to be retained because they are earlier versions of the 1200-Z? Should this list be revised to include only the 1200-C files?

Jenni Seven | Stormwater Permit Coordinator
Oregon Department of Environmental Quality
Northwest Region Water Quality
700 NE Multnomah St. Ste. 600, Portland, OR 97232
Office: 503.229.5886
seven.jenni@deq.state.or.us

From: SVETKOVICH Christine <SVETKOVICH.Christine@deq.state.or.us>
Sent: Friday, September 6, 2019 2:14 PM
To: YELLESETTY Leela <YELLESETTY.Leela@deq.state.or.us>; ADAMS Diana <ADAMS.Diana@deq.state.or.us>
Cc: MRAZIK Steve <MRAZIK.Steve@deq.state.or.us>; SEVEN Jenni <SEVEN.Jenni@deq.state.or.us>; UNGER Kurt

<UNGER.Kurt@deq.state.or.us>

Subject: Re: Emailing: Stormwater file destruction form 09-06-2019.xlsx

Hi Leela-- Only the 1200-Z industrial stormwater general permit records have a litigation hold. We have a lot of other permit records, including this one, that do not.

Christine
503.229.6991 (desk)
971.563.1165 (cell)

----- Original message -----

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

Date: 9/6/19 2:05 PM (GMT-08:00)

To: ADAMS Diana <ADAMS.Diana@deq.state.or.us>, SVETKOVICH Christine
<SVETKOVICH.Christine@deq.state.or.us>

Cc: MRAZIK Steve <MRAZIK.Steve@deq.state.or.us>, SEVEN Jenni <SEVEN.Jenni@deq.state.or.us>, UNGER Kurt <UNGER.Kurt@deq.state.or.us>

Subject: RE: Emailing: Stormwater file destruction form 09-06-2019.xlsx

Thanks Diana, last I had heard all stormwater records were under litigation hold. Copying Kurt to confirm if this is still the case.

-----Original Message-----

From: ADAMS Diana <ADAMS.Diana@deq.state.or.us>

Sent: Friday, September 6, 2019 1:13 PM

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

Cc: MRAZIK Steve <MRAZIK.Steve@deq.state.or.us>; SEVEN Jenni <SEVEN.Jenni@deq.state.or.us>

Subject: Emailing: Stormwater file destruction form 09-06-2019.xlsx

Christine and Leela,

Here is a destruction form for stormwater 1200-C files that have met retention of records and can be destroyed and permanently removed from offsite storage.

I also had Jenni Seven review the terminated 1200-C list to make sure everything is ready for me to destroy. Please review the destruction form and let me know if I need to correct anything or make any changes.

Thank you,

Diana Adams
Northwest region water quality program support
700 N.E. Multnomah St. Suite 600
Portland, OR 97232
503.229.5552
Adams.diana@deq.state.or.us

Your message is ready to be sent with the following file or link attachments:

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.