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**RE: Second Destruction Form 2019.xlsx**

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

**Date** Thu 9/26/2019 8:12 AM

**To** ADAMS Diana \* DEQ <Diana.ADAMS@deq.oregon.gov>; SVETKOVICH Christine \* DEQ <Christine.SVETKOVICH@deq.oregon.gov>

Sounds good, I'll note that on the form, thanks!

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

**Sent:** Wednesday, September 25, 2019 2:23 PM

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

**Subject:** RE: Second Destruction Form 2019.xlsx

Leela,

Going thru the said files they are considered "D". The files consist of correspondence and general permit information. There are no MS4 permit information in these or open enforcement actions, as well as any management plans. All are general construction permits that were overseen by water quality agents such as the clean water services bureau of environmental services.

**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](mailto:Adams.diana@deq.state.or.us)**

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**From:** YELLESETTY Leela <[YELLESETTY.Leela@deq.state.or.us](mailto:YELLESETTY.Leela@deq.state.or.us)>

**Sent:** Wednesday, September 25, 2019 2:10 PM

**To:** ADAMS Diana <[ADAMS.Diana@deq.state.or.us](mailto:ADAMS.Diana@deq.state.or.us)>; SVETKOVICH Christine <[SVETKOVICH.Christine@deq.state.or.us](mailto:SVETKOVICH.Christine@deq.state.or.us)>

**Subject:** RE: Second Destruction Form 2019.xlsx

Thanks Diana, one quick question on the series number—I noticed on the schedule there is more than one category for that number, so I will also need to know if it's a,b,c or d (or if it's some combination of these). Once I have that I will go ahead and update the form and you can proceed with the destruction.

## ***Program Records***

### **314 Stormwater Permit Records**

- (a) Retain industrial and construction facility stormwater management plans subject to ongoing enforcement action until case is closed, destroy
- (b) Retain all other industrial and construction facility stormwater management plans until superseded, destroy
- (c) Retain permit development records, MS4 stormwater management plans, and MS4 annual reports, 10 years after superseded or obsolete, destroy
- (d) Retain all other records, including those in existence at the time of permit coverage termination, 10 years, destroy

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**From:** ADAMS Diana <[ADAMS.Diana@deq.state.or.us](mailto:ADAMS.Diana@deq.state.or.us)>

**Sent:** Wednesday, September 25, 2019 11:46 AM

**To:** YELLESETTY Leela <[YELLESETTY.Leela@deq.state.or.us](mailto:YELLESETTY.Leela@deq.state.or.us)>; SVETKOVICH Christine <[SVETKOVICH.Christine@deq.state.or.us](mailto:SVETKOVICH.Christine@deq.state.or.us)>

**Subject:** FW: Second Destruction Form 2019.xlsx

Leela,

Here is the second destruction form for Stormwater files.

Once you have approved I will destroy and remove box from offsite storage records.

**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](mailto:Adams.diana@deq.state.or.us)**

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Yes- I approve!

Many thanks to you both for making this happen.

Christine

**From:** SEVEN Jenni <[SEVEN.Jenni@deq.state.or.us](mailto:SEVEN.Jenni@deq.state.or.us)>

**Sent:** Wednesday, September 25, 2019 11:37 AM

**To:** ADAMS Diana <[ADAMS.Diana@deq.state.or.us](mailto:ADAMS.Diana@deq.state.or.us)>; SVETKOVICH Christine <[SVETKOVICH.Christine@deq.state.or.us](mailto:SVETKOVICH.Christine@deq.state.or.us)>

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Based on this list, these are all definitely candidates for destruction. Christine, can you authorize this?

Thanks!

**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](mailto:seven.jenni@deq.state.or.us)

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**From:** ADAMS Diana  
**Sent:** Wednesday, September 25, 2019 11:18 AM  
**To:** SEVEN Jenni ([SEVEN.Jenni@deq.state.or.us](mailto:SEVEN.Jenni@deq.state.or.us)) <[SEVEN.Jenni@deq.state.or.us](mailto:SEVEN.Jenni@deq.state.or.us)>; SVETKOVICH Christine <[SVETKOVICH.Christine@deq.state.or.us](mailto:SVETKOVICH.Christine@deq.state.or.us)>  
**Subject:** Second Destruction Form 2019.xlsx

Jenni and Christine,

Here is the next set of files that can be destroyed this is a whole box that once approved we can also remove from Iron mountain.

The form and list are attached. I have gone thru all the files and made sure they are not active. Most of these are agent files.

Let me know when you have reviewed and then I will forward to Leela Yellesetty so we can get rid of the files.

Diana