

From: [YELLESETTY Leela](#)
To: [MAILANDER Deb](#); [TROX Randall](#)
Subject: RE: RecDestructAuth.xlsx
Date: Friday, September 4, 2020 8:47:57 AM

Approved. Thanks!

From: MAILANDER Deb
Sent: Thursday, September 3, 2020 5:43 PM
To: TROX Randall ; YELLESETTY Leela
Subject: RE: RecDestructAuth.xlsx

After review and correct math on retention.
I approve this request for document destruction

Deb Mailander

Onsite/401 Programs Manager

Oregon Department of Environmental Quality

Western Region - Eugene

165 E. 7th Ave., Eugene OR 97401

Phone: 541.687-7340

From: TROX Randall <Randall.TROX@deq.state.or.us>
Sent: Thursday, September 3, 2020 4:51 PM
To: YELLESETTY Leela <Leela.YELLESETTY@deq.state.or.us>; MAILANDER Deb <Deb.Mailander@deq.state.or.us>
Subject: RecDestructAuth.xlsx

Hey attached is a request to destroy some records.

I have had the WPCF files under my desk for most of this year and was in the product files and found a neighboring file that serves no purpose sticking around.

This is not urgent or taking up a ton of space.

They meet the criteria for destruction and makes sense to not retain old records.

Deb – there are tabs on the form that have some info on the series # and name, if that helps.

<https://sps.deq.state.or.us/sites/labproj/GEL/GEL/Retention%20Schedule-DEQ%202019.pdf> is DEQ-specific retention schedule. Onsite is page 111 and WQ permitting pages 114 & 115.

Randy

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:

WQ/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: 2008-0009	309	Onsite Technology, Material and Design Records	7 Years	Quanics ATT application (not approved)	2008
DEQ: 2008-0009	332	Waste and Wastewater Discharge/Disposal Permit Records	15 Years	WPCF File # 109642 Discharge Monitoring Reports/Inspection Files and Enforcement	1997-2004
DEQ: 2008-0009	332	Waste and Wastewater Discharge/Disposal Permit Records	15 Years	WPCF File # 108876 Discharge Monitoring Reports/Inspection Files and Enforcement	1996 - 2004
DEQ: 2008-0009	327	Source Permits (NPDES and WPCF General and Individual Permits)	Retain Current and Previous)	WPCF File # 109642 permit documents prior to previous renewal	1997 - 2000
DEQ: 2008-0009	327	Source Permits (NPDES and WPCF General and Individual Permits)	Retain Current and Previous)	WPCF File # 108876 permit documents prior to previous renewal	1995-1999