
RE: Approved! FW: Records Destruction Authorization 12-08-21

From YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>
Date Thu 12/9/2021 11:01 AM
To CRAIG Barbara J * DEQ <barbara.j.craig@deq.state.or.us>
Cc MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

Approved, thanks Barbara!

From: CRAIG Barbara J * DEQ <barbara.j.craig@deq.state.or.us>
Sent: Thursday, December 9, 2021 10:46 AM
To: YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>
Subject: FW: Approved! FW: Records Destruction Authorization 12-08-21

Hello Leela,

Here is Ranei's approval for a small batch of records I am wanting to destroy. I'll forward you the **Destruction Authorization Form** shortly.

Barbara

From: NOMURA RANEI * DEQ
Sent: Thursday, December 09, 2021 8:49 AM
To: CRAIG Barbara J * DEQ <barbara.j.craig@deq.state.or.us>
Subject: Approved! FW: Records Destruction Authorization 12-08-21

Barbara,

I approve of the attached list. Thank you!

Ranei

Ranei Nomura
Water Quality Program Manager
DEQ Western Region
503-378-5081

From: CRAIG Barbara J * DEQ <barbara.j.craig@deq.state.or.us>
Sent: Wednesday, December 8, 2021 2:29 PM
To: NOMURA RANEI * DEQ <ranei.nomura@deq.state.or.us>
Subject: Records Destruction Authorization 12-08-21

Hey Ranei,

If you can give me the "formal approval", I'll forward this on to Leela Yellesetti to process.

Thank you,

Barbara

*Barbara Craig
Oregon Dept. of Environmental Quality
221 Stewart Ave., Suite 201
Medford, OR 97501
Ph 541-776-6266, Fax 541-776-6262*

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:	<u>Water Quality</u>	Date approved by records officer:	<u> </u>
Program staff requesting destruction:	<u>Barbara Craig</u>	Date destroyed:	<u> </u>
Approving Manager:	<u>Ranei Nomura</u>		

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DEQ: 2008-0009	2008-2009-332c	Waste and Wastewater Discharge/Disposal Permit Records	Retain all other records until superseded or obsolete, destroy	See attached list	See attached list

DEQ: 2008-0009	2008-2009-332b	Waste and Wastewater Discharge/Disposal Permit Records	Retain Discharge Monitoring Reports, Inspection Files, and Enforcement Files 15 years, destroy	See attached list	See attached list

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:

Water Quality

Date approved by records officer: _____

Program staff requesting destruction:

Barbara Craig

Date destroyed: _____

Approving Manager:

Rane Nomura

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)
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DEQ: 2008-0009

2008-2009-332c

Waste and Wastewater
Discharge/Disposal Permit
Records

Retain all other
records until
superseded or
obsolete, destroy

See attached list

See attached
list

DEQ: 2008-0009

2008-2009-332b

Waste and Wastewater
Discharge/Disposal Permit
Records

Retain Discharge
Monitoring
Reports,
Inspection Files,
and Enforcement
Files 15 years,
destroy

See attached list

See attached
list

WQ File #	Source Name	Permit #	Permit Type	Dates	Contents
103982	Reedsport Landfill (Douglas County Public Works)	101428	NPDES-IW-B15	2001-2004	Correspondence
103982	Reedsport Landfill (Douglas County Public Works)	101428	NPDES-IW-B15	2001-2004	Discharge Monitoring Reports
104060	Grants Pass, City of (Merlin Landfill)	101277	NPDES-IW-N	2001-2002	Correspondence
104060	Grants Pass, City of (Merlin Landfill)	101277	NPDES-IW-N	1994-2002	O & M Manual & Bioassay Report
104060	Grants Pass, City of (Merlin Landfill)	101277	NPDES-IW-N	2001-2003	Discharge Monitoring Reports
104739	BP Oil Company	12363	GEN15A	1989-2000	Permit & Correspondence
104739	BP Oil Company	12364	GEN15	1995-2001	Permit & Correspondence