

### 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 < <u>ranei.nomura@deq.state.or.us</u>> **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:	Water Quality			_ Date approved by records officer:	
Program staff requesting destruction:	Barbara Craig			_ Date destroyed:	
Approving Manager:	Ranei 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)
DEQ: 2008-0009	2008-2009-332c	Waste and Wastewater Discharge/Disposal Permit Records	Retain all other records until superseded or obsolete, destroy	See attached list	See attached list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, destory	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.

DEQ: 2008-0009 DEQ: 2008-0009 dropdown in space below) Schedule Name/# (select from Approving Manager: Program staff requesting destruction: Program/section name: Records destruction procedure 2008-2009-332b Records 2008-2009-332c Records schedule) Series # (from Barbara Craig Water Quality Ranei Nomura Discharge/Disposal Permit Discharge/Disposal Permit Waste and Wastewater Waste and Wastewater Series Name (from schedule) **DEQ Retention Schedule** superseded or destory and Enforcement obsolete, destroy See attached list Files 15 years, Monitoring Retain Discharge records until Retain all other (from schedule) Retention period Inspection Files, See attached list Contents (any additional description or attach detailed list) Date destroyed: Date approved by records officer: State General Retention Schedule list See attached list See attached Date(s)

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