

## RE: Trox 2021 Records Destruction Authorization Form.xlsx

From TROX Randall \* DEQ <Randall.TROX@deq.oregon.gov>

Date Mon 1/3/2022 11:15 AM

To YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>

Cc MERCER Kristen \* DEQ <Kristen.MERCER@deq.oregon.gov>; MAILANDER Deb \* DEQ <Deb.MAILANDER@deq.oregon.gov>

1 attachment (197 KB)

Trox\_2021 Records Destruction Authorization Form.xlsx;

Done.

Thanks, all!

Randy Trox
Onsite Program Coordinator
Oregon Department of Environmental Quality
165 East 7th Avenue, Suite 100
Eugene, OR 97401
541-687-7338
Randall.trox@deq.oregon.gov
www.Oregon.gov/deq

From: YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>

Sent: Wednesday, December 29, 2021 1:41 PM

To: MAILANDER Deb \* DEQ <Deb.MAILANDER@deq.oregon.gov>; TROX Randall \* DEQ

<Randall.TROX@deq.oregon.gov>

**Cc:** MERCER Kristen \* DEQ < Kristen.MERCER@deq.oregon.gov> **Subject:** RE: Trox\_2021 Records Destruction Authorization Form.xlsx

Approved, thanks!

From: MAILANDER Deb \* DEQ < Deb.MAILANDER@deq.oregon.gov >

Sent: Wednesday, December 29, 2021 12:32 PM

To: TROX Randall \* DEQ < <a href="mailto:Randall.TROX@deq.oregon.gov">Randall.TROX@deq.oregon.gov</a>

**Cc:** YELLESETTY Leela \* DEQ < Leela.YELLESETTY@deq.oregon.gov > **Subject:** RE: Trox\_2021 Records Destruction Authorization Form.xlsx

Yes I have reviewed and approve this request.

Deb Mailander
Onsite/401 Programs Manager
Oregon Department of Environmental Quality
Western Region – Eugene

165 E. 7<sup>th</sup> Ave., Eugene OR 97401

Phone: 541.687-7340 Pronouns: She/Her/Hers



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From: TROX Randall \* DEQ < <a href="mailto:regon.gov">Randall.TROX@deq.oregon.gov">Randall.TROX@deq.oregon.gov</a>

Sent: Wednesday, December 29, 2021 12:27 PM

To: MAILANDER Deb \* DEQ < Deb.MAILANDER@deq.oregon.gov > Cc: YELLESETTY Leela \* DEQ < Leela.YELLESETTY@deq.oregon.gov > Subject: Trox\_2021 Records Destruction Authorization Form.xlsx

Hi Deb,

Elkton WPCF file is thick with many old DMRs and the original permit. Per records retention schedule for WQ permits, I pulled out records eligible for destruction and seek your approval to destroy those records.

## DEQ Records Destruction Authorization Form

**Before** destroying records, email this form to your manager & RecordsRequest@deq.state.or.us 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: Approving Manager:	Randy Trox  Deb Mailander			_ Date destroyed: _	
Schedule Name/ # (select from dropdown in space below)	Series # (from schedule)	Series Name (from schedule) Waste and Wastewater Discharge/Disposal Permit	Retention period (from schedule)	Contents (any additional description or attach detailed list)  WPCF file # 26935, DMRs, inspection	Date(s)
DEQ: 2008-0009		2 Records	15 years	notes, correspondence, memos	Before 2006
DEQ: 2008-0009	327	7 Source Permits	retain current and previous version	WPCF file # 26935 older permits than previous	pre-2001 permits