

## ROSS Linda \* DEQ

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**From:** BARLOW Lynn \* DEQ <Lynn.BARLOW@deq.oregon.gov>  
**Sent:** Thursday, January 6, 2022 4:24 PM  
**To:** KENNY Jennifer \* DEQ  
**Subject:** RE: Request for file destruction

I've reviewed the spreadsheet. The information seems minimal, but if that is all that is required, I approve the request for file destruction.

Thank you both for cleaning up the files!  
Lynn

Lynn Barlow (she/her)  
Water Quality Program Manager  
Clean Water SRF | Compliance Policy and Data Management  
Oregon Department of Environmental Quality  
[Lynn.Barlow@deq.oregon.gov](mailto:Lynn.Barlow@deq.oregon.gov) ←NEW  
Desk: 503-229-6896  
Cell: 503-951-9931

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**From:** KENNY Jennifer \* DEQ <Jennifer.KENNY@deq.oregon.gov>  
**Sent:** Thursday, January 6, 2022 3:22 PM  
**To:** BARLOW Lynn \* DEQ <Lynn.BARLOW@deq.oregon.gov>  
**Subject:** Request for file destruction

Hello,

Bonnie and I have identified additional files that have past their retention period. Please approve the request outlined in the document linked below:

S:\OPERATIONS\Document Retention\2022\Request for destruction CWSRF January 2022  
Records+Destruction+Authorization+Form.xlsx

Thank you,  
Jennifer

**Jennifer Kenny, Program Analyst**  
Clean Water State Revolving Fund  
Oregon Department of Environmental Quality  
700 NE Multnomah Street, Suite #600  
Portland, OR 97232  
Tel. 503-229-6312  
Email: [kenny.jennifer@deq.state.or.us](mailto:kenny.jennifer@deq.state.or.us)  
[www.oregon.gov/deq/wq/cwsrf](http://www.oregon.gov/deq/wq/cwsrf)

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**RE: File Destruction Authorization**

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**From** YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>  
**Date** Mon 1/10/2022 8:49 AM  
**To** KENNY Jennifer \* DEQ <Jennifer.KENNY@deq.oregon.gov>  
**Cc** MERCER Kristen \* DEQ <Kristen.MERCER@deq.oregon.gov>

Approved, thanks!

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**From:** KENNY Jennifer \* DEQ <Jennifer.KENNY@deq.oregon.gov>  
**Sent:** Friday, January 7, 2022 11:12 AM  
**To:** YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>  
**Cc:** MERCER Kristen \* DEQ <Kristen.MERCER@deq.oregon.gov>  
**Subject:** RE: File Destruction Authorization

Good morning,  
Attached is a new request for file destruction and manager approval.  
Thanks,  
Jennifer

**Jennifer Kenny, Program Analyst**  
Clean Water State Revolving Fund  
Oregon Department of Environmental Quality  
700 NE Multnomah Street, Suite #600  
Portland, OR 97232  
Tel. 503-229-6312  
Email: [kenny.jennifer@deq.state.or.us](mailto:kenny.jennifer@deq.state.or.us)  
[www.oregon.gov/deq/wq/cwsrf](http://www.oregon.gov/deq/wq/cwsrf)

# 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](#)

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## Records destruction procedure

## [Records destruction procedure](#) [DEQ Retention Schedule](#)

| <a href="#">Records destruction procedure</a> | <a href="#">DEQ Retention Schedule</a> | <a href="#">State General Retention Schedule</a> |
|---|--|--|
|---|--|--|

|  |                       |  |                             |
|--|-----------------------|--|-----------------------------|
| <b>Program/section name:</b>                 | <u>CWSRF/CPA</u>      | <b>Date approved by records officer:</b> | <u>                    </u> |
| <b>Program staff requesting destruction:</b> | <u>Jennifer Kenny</u> | <b>Date destroyed:</b>                   | <u>                    </u> |
| <b>Approving Manager:</b>                    | <u>Lynn Barlow</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   | DEQ: 2008-0010           | Clean Water State Revolving Fund | Three years after loan repayment | See columns M and N   | variable, see attached doc for full listings              |
|  |                          |                                  |                                  |   | Applicant/borrower<br>Confederated Tribes of Warm Springs |
|  |                          |                                  |                                  |   | Application/loan #<br><br>R94820                          |
|  |                          |                                  |                                  |   | Confederated Tribes of Warm Springs                       |
|  |                          |                                  |                                  |   | 2009 Application  |
|  |                          |                                  |                                  |   | Culver  |
|  |                          |                                  |                                  |   | 2009 Application  |
|  |                          |                                  |                                  |   | Deschutes SWCD  |
|  |                          |                                  |                                  |   | R27610  |
|  |                          |                                  |                                  |   | Farmers ID - Sediment Management and SCADA                |
|  |                          |                                  |                                  |   |   |
|  |                          |                                  |                                  |   |   |
|  |                          |                                  |                                  |   | 2013 sub-project  |
|  |                          |                                  |                                  |   | Haines  |
|  |                          |                                  |                                  |   | 2007 application  |
|  |                          |                                  |                                  |   | Hood River Windmaster Corner                              |
|  |                          |                                  |                                  |   |   |
|  |                          |                                  |                                  |   | 2009 Application  |
|  |                          |                                  |                                  |   | Huntington  |
|  |                          |                                  |                                  |   | 2009 Application  |

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Malin  
Moro  
2009 Application

Nyssa  
2009 application; 2013 Application  
R69981

Nyssa  
2009 Application

Ontario  
2009 Application

Pilot Rock  
2014 Planning application

Powder Valley Water Control District  
2003 Application

Powder Valley Water Control District  
2009 Application

Prairie City  
2009 Application

Richland -planning  
2009 Application

Seneca  
2009 Application

Sumpter  
2009 Application

The Dalles - land purchase  
2016 application

Umatilla County -Local Com  
Wasco  
2016 application  
R94960

Central OR Irrigation District  
Athena  
Dufur  
Fossil  
R21642  
R11850  
R29520  
C-41-651-01

Moro - Planning  
Ontario  
Ontario  
R66791  
R70611  
R70612

Parkdale Sanitary District -  
Planning

R71490

Prineville

R74683