
RE: SRF- Records management Eugene office

From RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Date Mon 3/21/2022 12:58 PM
To MURPHY Rachel * DEQ <Rachel.MURPHY@deq.oregon.gov>
Cc KENNY Jennifer * DEQ <Jennifer.KENNY@deq.oregon.gov>; YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Hello!

I did do the approval on Jennifer's...which I think is the same as these....please let me know if I am missing something there..otherwise:

As acting records officer these records are approved for destruction.
Thank You!
Kristen

From: LONG Rachel * DEQ <Rachel.LONG@deq.oregon.gov>
Sent: Tuesday, March 15, 2022 1:51 PM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: FW: SRF- Records management Eugene office

Please see the attached documents in excel format.

Thank you,

Rachel



Rachel Long
Office Specialist II
Oregon Department of Environmental Quality
Western Region
165 E. 7th Avenue, Suite 100
Eugene, OR 97401
P: (541) 687-7344 | Rachel.Long@deq.oregon.gov
Pronouns: She/Her/Hers

From: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Sent: Monday, March 14, 2022 2:35 PM
To: COOLEY Alexis * DEQ <Alexis.COOLEY@deq.oregon.gov>; LONG Rachel * DEQ <Rachel.LONG@deq.oregon.gov>
Subject: RE: SRF- Records management Eugene office

Alexis – I do not need to look at them again if you have already looked through them.

Rachel – Please go ahead and process the form so I can sign.

Thank you!

Ranei

From: COOLEY Alexis * DEQ <Alexis.COOLEY@deq.oregon.gov>
Sent: Thursday, March 10, 2022 4:12 PM
To: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Cc: LONG Rachel * DEQ <Rachel.LONG@deq.oregon.gov>
Subject: SRF- Records management Eugene office

Hi Ranei,

The following files are approved for destruction. I understand in Eugene, that you may also need to approve their destruction?
They are sitting in Rachel's office if you want to look at them.

R11750	ASHLAND 97A	2/18/1998	WWTP upgrade (increase?)
R18230	BROOKINGS	9/23/1997	
R23040	COBURG	3/20/2002	FP loan

Alexis Cooley (*she/her*), **PMP**
Project Officer, Clean Water State Revolving Fund, Oregon DEQ
Office: (541) 687-7341 | Cell: (503) 329-8063
Email: alexis.cooley@deq.oregon.gov

From: BARLOW Lynn * DEQ <Lynn.BARLOW@deq.oregon.gov>
Sent: Thursday, March 10, 2022 2:40 PM
To: KENNY Jennifer * DEQ <Jennifer.KENNY@deq.oregon.gov>; COOLEY Alexis * DEQ <Alexis.COOLEY@deq.oregon.gov>
Subject: RE: Records management Eugene office

I approve destruction of these files. Thank you, Alexis, for helping us comply with records management process!

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 ←NEW
Desk: 503-229-6896
Cell: 503-951-9931

From: KENNY Jennifer * DEQ <Jennifer.KENNY@deq.oregon.gov>
Sent: Tuesday, March 8, 2022 2:08 PM
To: BARLOW Lynn * DEQ <Lynn.BARLOW@deq.oregon.gov>
Subject: FW: Records management Eugene office

Hello,

I am working with Alexis on file retention. We have identified numerous files destruction, with more coming over the next few months.
Will you please approve destruction of these files which have exceed their retention period?

Thank you,

Jennifer

R11750	ASHLAND 97A	2/18/1998	WWTP upgrade (increase?)
R18230	BROOKINGS	9/23/1997	
R23040	COBURG	3/20/2002	FP loan

DEQ Records Destruction Authorization Form

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[Records destruction procedure](#)

[DEQ Retention Schedule](#)

[State General Retention Schedule](#)

Program/section name:	Water Quality	Date approved by records officer:
Program staff requesting destruction:	Alexis Cooley	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 Special Schedule: 2008-0009	285	State Revolving Fund Records	Retain 3 years after loan is repaid, destory	R11750 Ashland 97A	
DEQ Special Schedule: 2008-0009	285	State Revolving Fund Records	Retain 3 years after loan is repaid, destory	R18230 Brookings	
DEQ Special Schedule: 2008-0009	285	State Revolving Fund Records	Retain 3 years after loan is repaid, destory	R23040 Coburg	

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Program/section name:	Water Quality Permitting / Surface Water Management	Date approved by records officer:
Program staff requesting destruction:	Rachel Long	Date destroyed:
Approving Manager:		

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 Special Schedule: 2008-0009	327	Source Permits (NPDES and WPCF General and Individual Permit)	Retain current and previous, destroy	104115 - Advocate Services - NPDES Permit /Corresponde111596 - Power Wash - NPDES Permit / Correspondence 105460 - RobertsDode Inc. - NPDES Permit/ Correspondence /Plans 105371 - Bellfountain cellars - NPDES Permit /Communication/Plans 105878 - Tosco Corp - NPDES Permit 105334 - Federal Express Facility - NPDES Permit / Correspondence 110804 - Elmira Family Store - NPDES Permit/Correspondence 96244 - Weterhaeuser Springfield - NPDES Permit /Correspondence/Plans 105577 - Green Island Farm - WPCF permit / Correspondence 106997 - Santa Fe Pacific Pipelines - NPDES permit / Correspondence / Plants 107953 - Southerton Inc - NPDES Permit / Correspondence 64733 - ODOT Various Vridge WSHG Mobile 27940 - River Road Santa Clara - correspondence	1981-2006
DEQ Special Schedule: 2008-0009	332 (b)	Waste and Wastewater Discharge/ Disposal Permit Record	Retain DMR, Inspection Files, and Enforcement Files 15 Years, destory	96244 - Weyerhaeuser Springfield - DMRs 111596 - Power Wash LLC - DMR 110804 - Elmira Family Store - 1500A DMR 110320 - Northwest Automotive - 1700A Wash Water Permit Bohemia Inc. Hult Reservior Jefferson Gas LLC - Stipulated Consent Order Linn County General Enforcement Files 106997 - Santa Fe Pacific Piplines - enforcement / DMR/ Data / Reports	1981-2006
DEQ Special Schedule: 2008-0009	332 (c)	Waste and Wastewater Discharge/ Disposal Permit Record	Retain all other records until superseded or obsolete, destory	Big Creek Resort Corespondence and Estimated Sewage flow General File General Suction and Dredge Lane County General Files Inactie Linn County General File Verification Report Wood by Product Storage Area General Files 1998- 2001 Lane Linn county General Files Spills Lane county 1991 Lane Dredge Permit 1995	1981-2006
DEQ Special Schedule: 2008-0009	322	Legal Case Files	Retain 10 years after final disposition of case, destory	Lane County General Fukes	1981-2006

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Program/section name:	Water Quality Permitting / Surface Water Management	Date approved by records officer:
Program staff requesting destruction:	Rachel Long	Date destroyed:
Approving Manager:		

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 Special Schedule: 2008-0009	327	Source Permits (NPDES and WPCF General and Individual Permit)	Retain current and previous, destroy	F61419-P100703 - City of North Bend - DMR F48568 - City of Lakeside - Treatment / Collection F111844 - Grace Community Church - Individual WPCF Permit F111446-P102522 - Oceanside Condominium - WPCF permit/ Plans F110297-P101862 - Clatsop Transfer and D F57971-P2841J - Monsanto Company - NPDES Permits 1968-1983 F109422-P102050 - Robert Whear - WPCF Permit /Corrspondence F110627 - Withdrawn - Arcadia Beach Properties - WPCF Permit 111512 -P102326 - Leo Gentry Wholesale Nursery Inc. - WPCF Permit F116283-P102894 - Thornberry Farm - WPCF Permit / Correspondence F106379-P12757 - Monrovia Nursery Company - WPCF Permit /Correspondence F112067-P102780 - TRT Engineernig - WPCF Permit /Correspondence /Plans F111728-P102646 - Rose Agri-Seed Inc. - WPCF Permit /Correspondence F105364-100933 - Yquina Marina and RV Park - WPCF Permit / correspondence / Plans and specifications F110883-P989465 - Sauvie Cove RV Park - WPCF Permit / correspondence / Plans	1973-2006
DEQ Special Schedule: 2008-0009	332 (b)	Waste and Wastewater Discharge/ Disposal Permit Record	Retain DMR, Inspection Files, and Enforcement Files 15 Years, destory	F61419-P100703 - City of North Bend - DMR F48568 - City of Lakeside - Treatment / Collection F111844 - Grace Community Church - Individual WPCF Permit F106776 - P101116 - Circle 5 Trailer Park - WPCF Permit F106379-P12757 - Monrovia Nursery - DMR WPCF F111336-P1400A - Olalla Valley Vineyards - DMR F109422-P102050 - Robert Whear - WPCF Permit /Corrspondence	1973-2006
DEQ Special Schedule: 2008-0009	332 (c)	Waste and Wastewater Discharge/ Disposal Permit Record	Retain all other records until superseded or obsolete, destory	F61419-P100703 - City of North Bend - DMR F48568 - City of Lakeside - Treatment / Collection F111844 - Grace Community Church - Individual WPCF Permit F111446-P102522 - Oceanside Condominium - WPCF permit/ Plans F110297-P101862 - Clatsop Transfer and Disposal - WPCF Permit/ Holding tank report F111336-P1400A - Olalla Valley Vineyards - WPCF Permit / Correspondence F112067-P102780 - TRT Engineernig - WPCF Permit /Correspondence /Plans F110883-P989465 - Sauvie Cove RV Park - WPCF Permit / correspondence / Plans	1973-2006

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[State General Retention Schedule](#)

Program/section name:	Stormwater/ Surface Water Management	Date approved by records officer:
Program staff requesting destruction:	Rachel Long	Date destroyed:
Approving Manager:		

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 Special Schedule: 2008-0009	314 (c)	Stormwater Permit Records	Retain Permit development records, MS4 stormwater mangement plans, and MS4 annual reports, 10 years after superseded or obsolete, destory	115568 - Brandon Dues L.P. A Limited Partnership of De Brandon Dues-Housing RV Park, Lakes, and Madrone village - Terminated 12/16/2010 108784 - North-Pacific Investments LTD -Terminated 06/06/1997 115961 - Curry county Brookings Airport Erathwork Impmts - Terminated 09/30/2008 115991 - Jadan Investment LLC Cape Arago Landing - Terminated 06/22/2009 112233 - Garboden Larry Mckinley Street Extention - Terminated 06/08/2004 112232 - Brandon concrete and Development - Terminated 08/05/2004 112189 - Kessler Kurt Sunset Pointe Subdivision - Terminated 09/01/2004 112181 - Llewellyn chris and Debbie Deabird Dr Lincoln Ave - Terminated 08/02/2004 112153 - Lindsay Duane B Face Rcok Development - Terminated 09/13/2005 112085 - Abercarn Limated Ocean Trials - Terminated 04/10/2008 112044 - Bally Brandon LP Dunes Golf Resort - Terminated 07/29/2003 112022 - Coos Bay City of Newmark Widening Project - Terminated 06/11/2004	1988-2009

DEQ Special Schedule: 2008-0009	314 (d)	Stormwater Permit Records	Retain all other reocrds, includeding those in exisitance at the time of permit coverage termination, 10 years destory	115568 - Brandon Dues L.P. A Limited Partnership of De Brandon Dues-Housing RV Park, Lakes, and Madrone village - Terminated 12/16/2010 108784 - North-Pacific Investments LTD -Terminated 06/06/1997 115961 - Curry county Brookings Airport Erathwork Impmts - Terminated 09/30/2008 115991 - Jadan Investment LLC Cape Arago Landing - Terminated 06/22/2009 112233 - Garboden Larry Mckinley Street Extention - Terminated 06/08/2004 112232 - Brandon concrete and Development - Terminated 08/05/2004 112189 - Kessler Kurt Sunset Pointe Subdivision - Terminated 09/01/2004 112181 - Llewellyn chris and Debbie Deabird Dr Lincoln Ave - Terminated 08/02/2004 112153 - Lindsay Duane B Face Rcok Development - Terminated 09/13/2005 112085 - Abercarn Limated Ocean Trials - Terminated 04/10/2008 112044 - Bally Brandon LP Dunes Golf Resort - Terminated 07/29/2003 112022 - Coos Bay City of Newmark Widening Project - Terminated 06/11/2004	1988-2009
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Records destruction procedure

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State General Retention Schedule

Program/section name:	<u>Water Quality</u>	Date approved by records officer:	<u> </u>
Program staff requesting destruction:	<u>Alexis Cooley</u>	Date destroyed:	<u> </u>
Approving Manager:	<u>Ranei Nomura</u> <small>Ranei Nomura (Mar 14, 2022 16:29 PDT)</small>		

[illegible]

LONG Rachel * DEQ

From: COOLEY Alexis * DEQ
Sent: Monday, March 14, 2022 2:52 PM
To: NOMURA RANEI * DEQ; LONG Rachel * DEQ
Subject: RE: SRF- Records management Eugene office

Follow Up Flag: Follow up
Flag Status: Flagged

Hey Rachel,

If you can please confirm after they are destroyed so I can record the information.

Alexis Cooley (*she/her*), **PMP**
Project Officer, Clean Water State Revolving Fund, Oregon DEQ
Office: (541) 687-7341 | Cell: (503) 329-8063
Email: alexis.cooley@deq.oregon.gov

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R18230	BROOKINGS	9/23/1997	
R23040	COBURG	3/20/2002	FP loan

Alexis Cooley (she/her), **PMP**

Project Officer, Clean Water State Revolving Fund, Oregon DEQ

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Email: alexis.cooley@deq.oregon.gov

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Sent: Thursday, March 10, 2022 2:40 PM

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Subject: RE: Records management Eugene office

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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 ←NEW

Desk: 503-229-6896

Cell: 503-951-9931

From: KENNY Jennifer * DEQ <Jennifer.KENNY@deq.oregon.gov>

Sent: Tuesday, March 8, 2022 2:08 PM

To: BARLOW Lynn * DEQ <Lynn.BARLOW@deq.oregon.gov>

Subject: FW: Records management Eugene office

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Jennifer

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R18230	BROOKINGS	9/23/1997	
R23040	COBURG	3/20/2002	FP loan






SRF - Request for Destruction 3-14-2022

Final Audit Report

2022-03-14

Created:	2022-03-14
By:	Rachel Long (Rachel.Long@deq.state.or.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUWUa1tUdVqYp-AK2voRafNBIJlyRpr1S

"SRF - Request for Destruction 3-14-2022" History

-  Document created by Rachel Long (Rachel.Long@deq.state.or.us)
2022-03-14 - 11:24:55 PM GMT- IP address: 159.121.206.56
-  Document emailed to Ranei Nomura (ranei.nomura@deq.oregon.gov) for signature
2022-03-14 - 11:25:29 PM GMT
-  Email viewed by Ranei Nomura (ranei.nomura@deq.oregon.gov)
2022-03-14 - 11:28:38 PM GMT- IP address: 159.121.206.56
-  Document e-signed by Ranei Nomura (ranei.nomura@deq.oregon.gov)
Signature Date: 2022-03-14 - 11:29:22 PM GMT - Time Source: server- IP address: 159.121.206.56
-  Agreement completed.
2022-03-14 - 11:29:22 PM GMT