
RE: Records management Eugene office

From BARLOW Lynn * DEQ <Lynn.BARLOW@deq.oregon.gov>
Date Wed 3/16/2022 10:00 AM
To KENNY Jennifer * DEQ <Jennifer.KENNY@deq.oregon.gov>

Yes, I approve destruction of these ER files as well.

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

From: KENNY Jennifer * DEQ <Jennifer.KENNY@deq.oregon.gov>
Sent: Wednesday, March 16, 2022 8:58 AM
To: BARLOW Lynn * DEQ <Lynn.BARLOW@deq.oregon.gov>
Subject: RE: Records management Eugene office

Good morning,
As part of this file destruction request, will you please also approve destruction of the files below (which Bonnie just identified):

- The City of Madras stormwater application, dated 9/9/10: Application withdrawn
- Three Sisters Irrigation District application, dated 12/8/17. Application was denied/rejected.

Thank you,
Jennifer

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

FW: request to destroy documents

From MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

Date Mon 3/21/2022 12:51 PM

To KENNY Jennifer * DEQ <Jennifer.KENNY@deq.oregon.gov>

Cc RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>

 2 attachments (341 KB)

CWSRF March 2022 Records+Destruction+Authorization+Form.xlsx; Additional Records management Eugene office.msg;

As acting records officer these records are approved for destruction.

Thank You!

Kristen

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

Sent: Wednesday, March 16, 2022 11:28 AM

To: MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

Subject: FW: request to destroy documents

Good morning,

The attached form lists CWSRF files that have exceeded the period of retention, also included is my manager's approval.

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. 503-887-1356

Email: kenny.jennifer@deq.state.or.us

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](#)

Program/section name: CWSRF/CPA Date approved by records officer: _____

Program staff requesting destruction: Jennifer Kenny Date destroyed: _____

Approving Manager: Lynn Barlow

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		variable, see attached doc for full listings

	R11750	ASHLAND 97A
	R18230	BROOKINGS
	R23040	COBURG

No app number

The City of Madras stormwater application, dated 9/9/10: Application withdrawn

[Redacted]

No app number

Three Sisters Irrigation District application, dated 12/8/17. Application was denied/rejected.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

