
RE: 2021Records Destruction Authorization Form.XLSX

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

Date Thu 4/21/2022 11:59 AM

To TROX Randall * DEQ <Randall.TROX@deq.oregon.gov>

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

 1 attachment (200 KB)

2021Records Destruction Authorization Form.XLSX;

Approved, thanks!

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

Sent: Wednesday, April 20, 2022 11:13 AM

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

Subject: FW: 2021Records Destruction Authorization Form.XLSX

Hi Leela,

I have a small pile of records that are dusty...and eligible for sestruction. Please see attached and let me know if they are approved to destroy.

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

Sent: Wednesday, April 20, 2022 10:53 AM

To: TROX Randall * DEQ <Randall.TROX@deq.oregon.gov>

Subject: 2021Records Destruction Authorization Form.XLSX

I approve this and added today's approval date. Didn't see a signature line

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:	<u>WQ/Onsite Program</u>	Date approved by records officer:	<u> </u>
Program staff requesting destruction:	<u>Randy Trox</u>	Date destroyed:	<u> </u>
Approving Manager:	<u>Deb Mailander approved 4/20/22</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	309	Onsite Technology, Material and Design Records	7 years	Floyd & Sons incomplete application documents	2007 & 2012
DEQ: 2008-0009	332	Waste and Wastewater Discharge/Disposal Permit Records	15 years	WPCF file # 108334, DMRs, inspection notes, correspondence, memos	Before 2006
DEQ: 2008-0009	327	Source Permits	retain current and previous version	WPCF file # 108334 older permits than previous	pre-2001 permits



[REDACTED]

[REDACTED]

