
RE: Records Destruction Request Form

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

Date Wed 11/22/2023 2:00 PM

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

Cc SANDERS Helen * DEQ <Helen.SANDERS@deq.oregon.gov>; ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

 1 attachment (200 KB)

Records Destruction Authorization Form.xlsx;

Approved, thanks!

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

Sent: Wednesday, November 22, 2023 1:24 PM

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

Cc: SANDERS Helen * DEQ <Helen.Sanders@deq.oregon.gov>; ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>

Subject: FW: Records Destruction Request Form

Hi Leela,

Please see attached.

Randy

From: ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>

Sent: Wednesday, November 22, 2023 1:22 PM

To: TROX Randall * DEQ <Randall.TROX@deq.oregon.gov>; SANDERS Helen * DEQ <Helen.Sanders@deq.oregon.gov>

Subject: RE: Records Destruction Request Form

Directions at the top say no signature required, only email approval needed, or something like that.

Sean

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

Sent: Wednesday, November 22, 2023 1:20 PM

To: ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>; SANDERS Helen * DEQ <Helen.Sanders@deq.oregon.gov>

Subject: RE: Records Destruction Request Form

I think you 'sign' the spreadsheet and it goes to Leela.

From: ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>
Sent: Wednesday, November 22, 2023 1:18 PM
To: TROX Randall * DEQ <Randall.TROX@deq.oregon.gov>; SANDERS Helen * DEQ <Helen.Sanders@deq.oregon.gov>
Subject: RE: Records Destruction Request Form

Thanks, Randy & Helen. I approve this request.



Sean Rochette, WWS, CPSS

Onsite Wastewater Program
Manager
Dept. of Environmental Quality
475 NE Bellevue Drive, Suite 110
Bend, OR 97701
541-554-6883
sean.rochette@deq.oregon.gov
www.oregon.gov/deq

From: TROX Randall * DEQ <Randall.TROX@deq.oregon.gov>
Sent: Wednesday, November 22, 2023 10:29 AM
To: SANDERS Helen * DEQ <Helen.Sanders@deq.oregon.gov>
Cc: ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>
Subject: RE: Records Destruction Request Form

Hi Helen,

I corrected a lot of the series # and name. You selected Onsite Program Reviews for a lot of them and it really fit best in WQ Permitting section.

Bottom line is the documents you request to destroy are all eligible per the retention schedule.

Randy

From: SANDERS Helen * DEQ <Helen.SANDERS@deq.oregon.gov>
Sent: Tuesday, November 14, 2023 2:39 PM
To: TROX Randall * DEQ <Randall.TROX@deq.oregon.gov>
Subject: Records Destruction Request Form

Hi Randy,

Thanks for reviewing this!

Best regards,
Helen Sanders
NPDES Permit Writer
Oregon Dept. of Environmental Quality

165 E. 7th Ave, Suite 100

Eugene, OR 97401

541-241-0152

Helen.sanders@deq.oregon.gov

www.oregon.gov/deq

Pronouns: She/Her/Hers

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:	<u>Onsite Wastewater Management</u>	Date approved by records officer:	<u></u>
Program staff requesting destruction:	<u>Helen Sanders</u>	Date destroyed:	<u></u>
Approving Manager:	<u>Sean Rochette</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 Special Schedule: 2008-0009	332	Waste and Wastewater	Retain 15 years, destroy	Mountain Lakes Bible Camp Coliform Lab	4/9/1998
DEQ Special Schedule: 2008-0009	332	Waste and Wastewater	Retain 15 years, destroy	Lake Simtustus lab reports	8/22/2002
DEQ Special Schedule: 2008-0009	332	Discharge/Disposal Permit Records	Retain 15 years, destroy	Lake Simtustus pump records 2001	2001
		Waste and Wastewater			
DEQ Special Schedule: 2008-0009	332	Discharge/Disposal Permit Records	Retain 15 years, destroy	Lake Simtustus Lab Reports	07/07/2000 & 08/23/2000
DEQ Special Schedule: 2008-0009	332	Waste and Wastewater	Retain 15 years, destroy	Lake Simtustus lab reports	09/9/1999 & 10/1/1999
		Waste and Wastewater			
DEQ Special Schedule: 2008-0009	332	Discharge/Disposal Permit Records	Retain 15 years, destroy	Lake Simtustus pump records 1999	1999
		Waste and Wastewater			
DEQ Special Schedule: 2008-0009	332	Discharge/Disposal Permit Records	Retain 15 years, destroy	Lake Simtustus discharge monitoring report	1998
		Waste and Wastewater			
DEQ Special Schedule: 2008-0009	332	Discharge/Disposal Permit Records	Retain 15 years, destroy	Lake Simtustus pump records 1999	1997
		Waste and Wastewater			
DEQ Special Schedule: 2008-0009	332	Discharge/Disposal Permit Records	Retain 15 years, destroy	The Dalles Country Club DMR 2002	1/13/2003
		Waste and Wastewater			
DEQ Special Schedule: 2008-0009	332	Discharge/Disposal Permit Records	Retain 15 years, destroy	The Dalles Country Club Flow Records 2001	12/25/2001
		Waste and Wastewater			
DEQ Special Schedule: 2008-0009	332	Discharge/Disposal Permit Records	Retain 15 years, destroy	The Dalles Country Club Flow Records 1999	11/30/1999

[illegible]

