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**RE: Records destruction**

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**From** EDWARDS Blair \* DEQ <Blair.EDWARDS@deq.oregon.gov>  
**Date** Fri 1/20/2023 5:11 PM  
**To** MERCER Kristen \* DEQ <Kristen.MERCER@deq.oregon.gov>  
**Cc** RATLIFF Krista \* DEQ <Krista.RATLIFF@deq.oregon.gov>; YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>

Hi Kristen,

I approve the destruction of the records listed on the attached form.

*Blair Edwards*

Water Quality Manager-Stormwater and UIC Programs  
Northwest Regional Office  
Oregon Department of Environmental Quality  
700 NE Multnomah St. Suite 600 | Portland, OR 97232  
(503) 229-5185 Office  
(503) 875-5187 Mobile  
[Blair.Edwards@deq.oregon.gov](mailto:Blair.Edwards@deq.oregon.gov)

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**From:** MERCER Kristen \* DEQ <Kristen.MERCER@deq.oregon.gov>  
**Sent:** Friday, January 20, 2023 4:33 PM  
**To:** EDWARDS Blair \* DEQ <Blair.EDWARDS@deq.oregon.gov>  
**Cc:** RATLIFF Krista \* DEQ <Krista.RATLIFF@deq.oregon.gov>; YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>  
**Subject:** FW: Records destruction

Hello!

Apologies if I missed an earlier email but I don't have record of manager approval. If you could reply with approval (or not approval) I can add this to our destruction log and destroying the records can move forward.

Thank You!

Kristen

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**From:** RecordsRequest \* DEQ  
**Sent:** Tuesday, January 10, 2023 1:31 PM  
**To:** EDWARDS Blair \* DEQ <[Blair.EDWARDS@deq.oregon.gov](mailto:Blair.EDWARDS@deq.oregon.gov)>; RATLIFF Krista \* DEQ <[Krista.RATLIFF@deq.oregon.gov](mailto:Krista.RATLIFF@deq.oregon.gov)>  
**Cc:** YELLESETTY Leela \* DEQ <[Leela.YELLESETTY@deq.oregon.gov](mailto:Leela.YELLESETTY@deq.oregon.gov)>  
**Subject:** RE: Records destruction

Hello!

As soon as we have manager approval I can add this to our destruction log and you can move forward with destroying.

Thank You!

Kristen

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**From:** YELLESETTY Leela \* DEQ **On Behalf Of** RecordsRequest \* DEQ  
**Sent:** Friday, December 30, 2022 3:12 PM  
**To:** RATLIFF Krista \* DEQ <[Krista.RATLIFF@deq.oregon.gov](mailto:Krista.RATLIFF@deq.oregon.gov)>; EDWARDS Blair \* DEQ <[Blair.EDWARDS@deq.oregon.gov](mailto:Blair.EDWARDS@deq.oregon.gov)>; RecordsRequest \* DEQ <[recordsrequest@deq.oregon.gov](mailto:recordsrequest@deq.oregon.gov)>  
**Subject:** RE: Records destruction

Hi Krista,

I've reviewed and approve. Once Blair replies with approval you may proceed with the destruction.

Happy New Years!  
Leela

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**From:** RATLIFF Krista \* DEQ <[Krista.RATLIFF@deq.oregon.gov](mailto:Krista.RATLIFF@deq.oregon.gov)>  
**Sent:** Wednesday, December 28, 2022 4:02 PM  
**To:** EDWARDS Blair \* DEQ <[Blair.EDWARDS@deq.oregon.gov](mailto:Blair.EDWARDS@deq.oregon.gov)>; RecordsRequest \* DEQ <[recordsrequest@deq.oregon.gov](mailto:recordsrequest@deq.oregon.gov)>  
**Subject:** Records destruction

Hello all,

Here is a records destruction authorization form for many documents pertaining to stormwater discharges over the years. Many of the documents may be duplicates or convenience copies, but it was hard to know. Please approve the destruction of these records when you have time as long as they have met the retention standards. Thanks,

**Krista Ratliff, Stormwater**  
475 NE Bellevue Dr. 110  
Bend, OR 97701  
541-633-2033

# DEQ Records Destruction Authorization Form

***Before*** destroying records, email this form to your manager & [RecordsRequest@deq.state.or.us](mailto: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](#)

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<b>Program/section name:</b>	WQ/Stormwater	<b>Date approved by records officer:</b>	
<b>Program staff requesting destruction:</b>	Krista Ratliff	<b>Date destroyed:</b>	
<b>Approving Manager:</b>	Blair Edwards		

<b>Program/section name:</b>	WQ/Stormwater	<b>Date approved by records officer:</b>	
<b>Program staff requesting destruction:</b>	Krista Ratliff	<b>Date destroyed:</b>	
<b>Approving Manager:</b>	Blair Edwards		

<b>Program/section name:</b>	WQ/Stormwater	<b>Date approved by records officer:</b>	
<b>Program staff requesting destruction:</b>	Krista Ratliff	<b>Date destroyed:</b>	
<b>Approving Manager:</b>	Blair Edwards		

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	Program Records	10 years	NPDES construction/industrial permit renewal emails from Jenine Camilleri and others	Jan. 10, 2008
DEQ Special Schedule: 2008-0009	314	Program Records	10 years	Various emails pertaining to wood treaters eligibility under industrial stormwater general permit	
DEQ Special Schedule: 2008-0009	314	Program Records	10 years	Various emails pertaining to 1200-C implementation and renewal	Jan. 31, 2006
DEQ Special Schedule: 2008-0009	314	Program Records	10 years	Draft Redline/managers comments of 1200-C reissuance	Nov. 11, 2005
DEQ Special Schedule: 2008-0009	314	Program Records	10 years	Nov. 10, 2005 EQC Draft 1200-C reissuance	Nov. 10, 2005
DEQ Special Schedule: 2008-0009	314	Program Records	10 years	Original signed cover page 1200-C expiration Nov. 30, 2010	Dec. 28, 2005
DEQ Special Schedule: 2008-0009	314	Program Records	10 years	Public comments on industrial permit renewal; 1200-A, 1200-Z, 1200-COLS	April 14, 2006
State General Schedule : 166-300	314	DOJ Advice	10 years	Several emails between staff/managers and Larry Knudsen	Feb. 8, 2012





