

WOLF Emmy * DEQ

From: MCRAE Linda K * DEQ
Sent: Tuesday, August 6, 2024 2:32 PM
To: RecordsRequest * DEQ; MANDERA Zach * DEQ
Cc: GOOVAERTS Cassie * DEQ; MCRAE Linda K * DEQ
Subject: Records destruction authorization - DEQ LEAD Inorganic Section
Attachments: Copy of Records Destruction-LEAD Inorganic 080624.xlsx

Records,

The DEQ LEAD Inorganic Section is requesting approval to destroy the records itemized in the attached "Records Destruction" form.

Thank you for your attention to this matter.

Linda McRae
QA Chemist
Oregon Department of Environmental Quality
Laboratory & Environmental Assessment Division
7202 NE Evergreen Parkway Suite 150, Hillsboro, OR 97124
Phone: 503-887-9276
She/her/hers

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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](#)

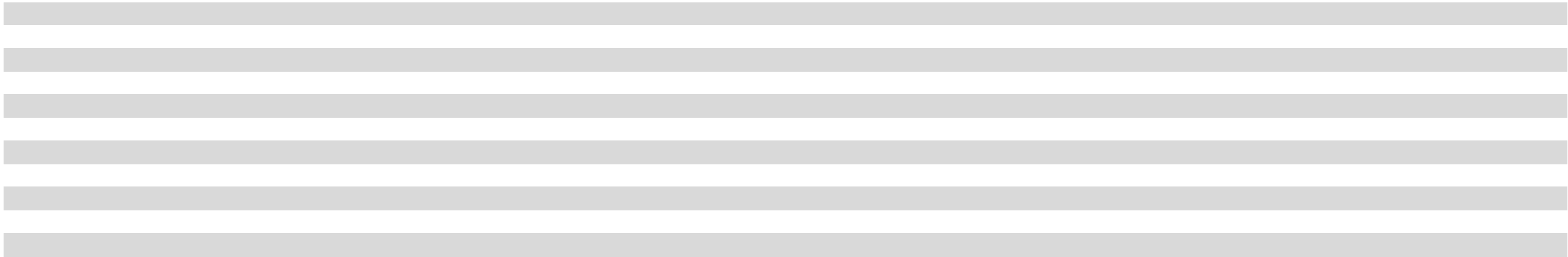
[DEQ Retention Schedule](#)

[State General Retention Schedule](#)

Program/section name:	LEAD - Inorganic Section	Date approved by records officer:	8/7/2024
Program staff requesting destruction:	Linda McRae and Cassie Goovaerts	Date destroyed:	11/8/2024
Approving Manager:	Zach Mandera		

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	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	Subsampling Study from 2007 to test the feasibility of pouring subsamples and allowing them to sit so that particulate matter could settle out instead of filtering all samples for ammonia analysis.	8/22/2007
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	ICP-OES instrument run summary data	8/7/2007-1/26/2009
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	XRF Speciation data, instrument calibration	11/29/2012
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	XRF air toxics data	8/2/2002
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	Dust Sample data. Mass and XRF	1/3/1997
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	SEM data	6/16/1994

DEQ Special Schedule: 2008-0009	Environmental Raw Data 148 Records	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	Micro analysis	9/21/1994
DEQ Special Schedule: 2008-0009	Environmental Raw Data 148 Records	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	XRF data	11/25/2013
DEQ Special Schedule: 2008-0009	Environmental Raw Data 148 Records	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	XRF Lead data	11/20/2012
DEQ Special Schedule: 2008-0009	158 Lab Logbooks	Retain 10 years after final disposition of equipment/instrument or final entry, destroy	Old instrument log books. Analysis log and system log	8/5/2011
DEQ Special Schedule: 2008-0009	Environmental Raw Data 148 Records	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	Old instrument mainenance records, calibrations, stability test, energy adjustment reports	3/28/2011
DEQ Special Schedule: 2008-0009	Environmental Raw Data 148 Records	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	IEC calibration data SpectraAA Varian instrument	4/23/2009
DEQ Special Schedule: 2008-0009	Environmental Raw Data 148 Records	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	Old ICP instrument (PerkinElmer) data, performance checks	9/30/2009
DEQ Special Schedule: 2008-0009	158 Lab Logbooks	Retain 10 years after final disposition of equipment/instrument or final entry, destroy	old ICP Methods logbook	1/3/2006
DEQ Special Schedule: 2008-0009	158 Lab Logbooks	Retain 10 years after final disposition of equipment/instrument or final entry, destroy	old ICP OES Optima3000DV logbook	12/27/2004
DEQ Special Schedule: 2008-0009	Environmental Raw Data 148 Records	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	old ICP OES weekly performance checks	7/4/2000
DEQ Special Schedule: 2008-0009	Environmental Raw Data 148 Records	a) Inorganic drinking water metal records: retain 12 years, destroy b) All other records: retain 10 years, destroy	Floppy Discs for ICP. Install information, some data.	12/21/1993



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From: MANDERA Zach * DEQ
Sent: Tuesday, August 6, 2024 2:48 PM
To: MCRAE Linda K * DEQ; RecordsRequest * DEQ
Cc: GOOVAERTS Cassie * DEQ
Subject: RE: Records destruction authorization - DEQ LEAD Inorganic Section

Thank you, Linda. I've reviewed the list of items on the form, and you have my approval to destroy these records. Please wait for someone on the records team to reply with an approve before destroying anything.



Zach Mander (he/him/his)
Inorganic Chemistry Manager
Oregon Department of Environmental Quality
Laboratory and Environmental Assessment Division
7202 NE Evergreen Pwky Suite 150 Hillsboro, OR 97214
503-358-0622
[Watch this short video to learn about work done at the DEQ Lab.](#)

From: MCRAE Linda K * DEQ <Linda.K.MCRAE@deq.oregon.gov>
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To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; MANDERA Zach * DEQ <Zach.MANDERA@deq.oregon.gov>
Cc: GOOVAERTS Cassie * DEQ <Cassie.GOOVAERTS@deq.oregon.gov>; MCRAE Linda K * DEQ <Linda.K.MCRAE@deq.oregon.gov>
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From: YELLESETTY Leela * DEQ
Sent: Tuesday, August 6, 2024 4:24 PM
To: MANDERA Zach * DEQ; MCRAE Linda K * DEQ; RecordsRequest * DEQ
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Subject: RE: Records destruction authorization - DEQ LEAD Inorganic Section

This may betray my ignorance but would any of these have anything to do with PFAS? Just double checking due to the litigation hold. If not, you have my approval to destroy!

From: MANDERA Zach * DEQ <Zach.MANDERA@deq.oregon.gov>
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To: MCRAE Linda K * DEQ <Linda.K.MCRAE@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
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