

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Monday, June 3, 2024 12:54 PM
To: MAILANDER Deb * DEQ; ISAAK Patty * DEQ
Cc: RecordsRequest * DEQ
Subject: RE: 5-15-2024 CWSRF Records Destruction request for approval

Approved, thanks!

From: MAILANDER Deb * DEQ <Deb.MAILANDER@deq.oregon.gov>
Sent: Wednesday, May 29, 2024 9:53 AM
To: ISAAK Patty * DEQ <Patty.ISAAK@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: 5-15-2024 CWSRF Records Destruction request for approval

I confirmed that we have digital copies of the documents needed, so
Yes I approve destruction of these paper records.

From: ISAAK Patty * DEQ <Patty.ISAAK@deq.oregon.gov>
Sent: Wednesday, May 15, 2024 4:33 PM
To: MAILANDER Deb * DEQ <Deb.MAILANDER@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: 5-15-2024 CWSRF Records Destruction request for approval

Hi Deb,

I found a box here in Pendleton of these CWSRF records from the early 90's. I will also update the spreadsheet that Bonnie Lamb has on the server, she had labeled as records not found when she purged the others before she retired. I spoke with Sam Ferguson to make sure that these loans were repaid and they are.
Please reply all to this email and then once records reviews, I can recycle the documents.

Any questions, please let me know.
Thank you,



Patty Isaak

Water Quality Permit Coordinator (ER)
800 SE Emigrant Ave., Ste. 330
Pendleton, OR 97801
541-613-1125

Patty.isaak@deq.oregon.gov

<https://www.oregon.gov/deq/wq/wqpermits/Pages/All-Permits-Applications.aspx>

****Please include File # and Permit # or application # when applicable****

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:	WQ/Clean Water State Revolving Fund			Date approved by records officer:	
Program staff requesting destruction:	Patty Isaak Project Officer			Date destroyed:	
Approving Manager:	Deb Mailander CWSRF Manager				
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	285	State Revolving Fund Records	3 years	Umatilla R93050	1998
DEQ Special Schedule: 2008-0009	285	State Revolving Fund Records	3 years	Umatilla R93051	1999
DEQ Special Schedule: 2008-0009	285	State Revolving Fund Records	3 years	Unity R93091	1999
DEQ Special Schedule: 2008-0009	285	State Revolving Fund Records	3 years	Sisters R85050	1999
DEQ Special Schedule: 2008-0009	285	State Revolving Fund Records	3 years	Stanfield R87160	1992