

## WOLF Emmy \* DEQ

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**From:** YELLESETTY Leela \* DEQ  
**Sent:** Wednesday, October 2, 2024 8:47 AM  
**To:** HIATT Mike \* DEQ; ISAAK Patty \* DEQ  
**Cc:** RecordsRequest \* DEQ  
**Subject:** RE: 9-19-2024 Pendleton Records Request to Destroy per retention schedule

Approved, thanks!

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**From:** HIATT Mike \* DEQ <Mike.HIATT@deq.oregon.gov>  
**Sent:** Monday, September 30, 2024 11:56 AM  
**To:** ISAAK Patty \* DEQ <Patty.ISAAK@deq.oregon.gov>  
**Cc:** RecordsRequest \* DEQ <recordsrequest@deq.oregon.gov>  
**Subject:** RE: 9-19-2024 Pendleton Records Request to Destroy per retention schedule

Permission granted!

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**From:** ISAAK Patty \* DEQ <[Patty.ISAAK@deq.oregon.gov](mailto:Patty.ISAAK@deq.oregon.gov)>  
**Sent:** Monday, September 30, 2024 11:42 AM  
**To:** HIATT Mike \* DEQ <[Mike.HIATT@deq.oregon.gov](mailto:Mike.HIATT@deq.oregon.gov)>  
**Cc:** RecordsRequest \* DEQ <[recordsrequest@deq.oregon.gov](mailto:recordsrequest@deq.oregon.gov)>  
**Subject:** 9-19-2024 Pendleton Records Request to Destroy per retention schedule

Good morning,  
Request to destroy per retention schedules.  
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](mailto:Patty.isaak@deq.oregon.gov)

\*\*\*Please include Permit#, File# 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.

|                                                               |                                        |                                    |                                         |                                                                                               |                |
|---------------------------------------------------------------|----------------------------------------|------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------|----------------|
| <a href="#">Records destruction procedure</a>                 | <a href="#">DEQ Retention Schedule</a> |                                    |                                         | <a href="#">State General Retention Schedule</a>                                              |                |
|                                                               |                                        |                                    |                                         |                                                                                               |                |
| <b>Program/section name:</b>                                  | Water Quality/NPDES, WPCF, WPCF OS/ER  |                                    |                                         | <b>Date approved by records officer:</b>                                                      |                |
| <b>Program staff requesting destruction:</b>                  | Patty Isaak Permit Coordinator         |                                    |                                         | <b>Date destroyed:</b>                                                                        |                |
| <b>Approving Manager:</b>                                     | Mike Hiatt Permitting Manager          |                                    |                                         |                                                                                               |                |
|                                                               |                                        |                                    |                                         |                                                                                               |                |
| <b>Schedule Name/ # (select from dropdown in space below)</b> | <b>Series # (from schedule)</b>        | <b>Series Name (from schedule)</b> | <b>Retention period (from schedule)</b> | <b>Contents (any additional description or attach detailed list)</b>                          | <b>Date(s)</b> |
| DEQ Special Schedule: 2008-0009                               | 327                                    | Source Files                       | obsolete                                | Round Lake Utilities P: 100442                                                                | 1993-2008      |
| DEQ Special Schedule: 2008-0009                               | 327                                    | Source Files                       | obsolete                                | Round Lake Utilities P: 3649                                                                  | 1985-1988      |
| DEQ Special Schedule: 2008-0009                               | 327                                    | Source Files                       | obsolete                                | Sumpter STP P: 100531                                                                         | 1988-1993      |
| DEQ Special Schedule: 2008-0009                               | 327                                    | Source Files                       | obsolete                                | Sumpter STP P: 101390                                                                         | 1994-2002      |
| DEQ Special Schedule: 2008-0009                               |                                        |                                    |                                         |                                                                                               |                |
| DEQ Special Schedule: 2008-0009                               | 327                                    | Source Files                       | obsolete/permit expired                 | Marcia Osias, Rodeo City Inn; Floyd's Truck Ranch Café P: 102210, 102927,                     | 1987-2006      |
| DEQ Special Schedule: 2008-0009                               | 327                                    | Source Files                       | obsolete/permit Terminated              | Shearer's Foods/Snack Alliance/Snakcorp/Nalley's/Universal Frozen Foods/Columbia Sun P: 3438, | 1981-2008      |
| DEQ Special Schedule: 2008-0009                               | 332b                                   | DMRs                               | 15 years                                | Enterprise STP P:101066                                                                       | 1993-2008      |

