

WOLF Emmy * DEQ

From: UNRAU Jeremy * DEQ
Sent: Monday, December 9, 2024 4:02 PM
To: RecordsRequest * DEQ
Subject: RE: Request to Destroy Old Records - LEAD Organics Section

Sure thing, I'd be happy to chat about our records. I do also have some questions on what we're generating from our lab work and what we should consider an official record, I can ask these if we do chat later. Just let me know!

Jeremy

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Monday, December 9, 2024 3:39 PM
To: UNRAU Jeremy * DEQ <Jeremy.UNRAU@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: Request to Destroy Old Records - LEAD Organics Section

I think it would be best to wait until January to destroy these, then. There probably isn't a huge chance they would be needed, but just in case.

Thank you for being willing to talk to me. As we look at our records schedules, would you mind if I contacted you at a later date to see what records your team uses and if you think the retention is long enough or needs to be changed (or if a certain series can be inactivated)?

Linda

From: UNRAU Jeremy * DEQ <Jeremy.UNRAU@deq.oregon.gov>
Sent: Monday, December 9, 2024 3:30 PM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: Request to Destroy Old Records - LEAD Organics Section

Hi Linda,

This is the only, and official record of our data packets. The raw data used to generate these data packets still exist on the server, but we consider these electronic files as convenience copies since they have not gone through the various stages of review when a data packet is generated.

I'd be happy to chat more about what we do if you'd like.

Jeremy

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Monday, December 9, 2024 3:01 PM
To: UNRAU Jeremy * DEQ <Jeremy.UNRAU@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: Request to Destroy Old Records - LEAD Organics Section

Hi Jeremy,

This is Linda, the new Records Officer. I'm not as familiar with these records as I would like to be. Are these records ones that also have the same information stored in a database, and these are the paper copies of those records? Or this is the only record, and official record?

Let me know.

Thanks,

Linda

From: UNRAU Jeremy * DEQ <Jeremy.UNRAU@deq.oregon.gov>
Sent: Monday, December 9, 2024 2:15 PM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: Request to Destroy Old Records - LEAD Organics Section

Hi Emmy,

I approve this records destruction but have one note about the files. There are several dates in this list that I highlighted yellow because they won't meet the 10 year retention schedule until later this month. Should we remove those from the list, or just make sure we hold them until January before destruction?

Thanks for the help!

Jeremy Unrau

Organic Chemistry Section Manager

ODEQ-Laboratory & Environmental Assessment Division

7202 NE Evergreen Parkway Suite 150, Hillsboro, OR 97124

Mobile: 503-887-9346

Jeremy.Unrau@deq.oregon.gov



State of Oregon
Department of Environmental Quality

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Monday, December 9, 2024 11:32 AM
To: UNRAU Jeremy * DEQ <Jeremy.UNRAU@deq.oregon.gov>
Subject: FW: Request to Destroy Old Records - LEAD Organics Section

Hi Jeremy,

I hope you're doing well.

I wanted to follow up on the records destruction request that Amber submitted last week. If you have a moment, could you please review the file and let us know whether the records destruction can be approved? This will allow our Records Officer to proceed with the next steps.

Thank you,



Emmy Wolf (she/her/hers)

Public Records Coordinator
Administrative Specialist 2
Oregon Department of Environmental Quality
700 NE Multnomah St, Suite 600
Portland, OR 97232
Phone: 503.960.6210
Email: emmy.wolf@deq.oregon.gov

From: WEBB Amber * DEQ <Amber.WEBB@deq.oregon.gov>
Sent: Wednesday, December 4, 2024 3:44 PM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; UNRAU Jeremy * DEQ <Jeremy.UNRAU@deq.oregon.gov>
Subject: Request to Destroy Old Records - LEAD Organics Section

Please see attached and reach out if you have any questions or concerns. Thank you.

Kind Regards,

Amber Webb

Chemist 1 – Organic Section
ODEQ-Laboratory & Environmental Assessment Division
7202 NE Evergreen Parkway Suite 150, Hillsboro, OR 97124
Mobile: 503-960-6222
Amber.Webb@deq.oregon.gov
She/Her/Hers



State of Oregon
Department of Environmental Quality

Think like a proton... Always positive!

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 - Organic Chemistry Section	Date approved by records officer:	
Program staff requesting destruction:	Amber Webb	Date destroyed:	
Approving Manager:	Jeremy unrau		

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	S13E044 - 5890/5971 TO-13A	5/22/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13E076 - 5890/5971 TO-13A	4/23/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13E086 - 5890/5971 TO-13A	4/25/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13E102 - 5890/5971 TO-13A	5/30/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13F015 - 5890/5971 TO-13A	6/12/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13F056 - 5890/5971 TO-13A	6/26/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13G004 - 5890/5971 TO-13A	6/9/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13G050 - 5890/5971 TO-13A	6/16/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13G074 - 5890/5971 TO-13	8/1/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13H018 - 5890/5971 TO-13	8/8/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13H044 - 5890/5971 TO-13	9/9/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13I063 - 5890/5971 TO-13	9/19/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13I070 - 5890/5971 TO-13	9/24/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13I081 - 5890/5971 TO-13	9/25/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13J020 - 5890/5971 TO-13	10/7/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13J056 - 5890/5971 TO-13	10/16/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13H082 - 5890/5971 TO-13	10/30/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13K038 - 5890/5971 TO-13	11/20/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13L011 - 5890/5971 TO-13	12/4/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13L096 - 5890/5971 TO-13	12/31/2013
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14A049 - 5890/5971 TO-13	1/29/2014
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14B038 - 5890/5971 TO-13	2/21/2014
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14B049 - 5890/5971 TO-13	1/25/2014
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14C046 - 5890/5971 TO-13	3/24/2014
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14D019 - 5890/5971 TO-13	4/8/2014
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14E043 - 5890/5971 TO-13	5/21/2014
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14E071 - 5890/5971 TO-13	5/22/2014
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14F052 - 5890/5971 TO-13	7/16/2014
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14G070 - 5890/5971 TO-13	7/29/2014
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14H064 - 5890/5971 TO-13	8/21/2014
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14I015 - 5890/5971 TO-13	9/4/2014
DEQ Special Schedule: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14J097 - 5890/5971 TO-13	11/20/2014

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14A057 - #51968 SM 6640 Herbicides	1/24/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S13B032 - #51968 SM 6640 Herbicides	2/18/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14C073 - #51968 SM 6640 Herbicides	3/31/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14D024 - #51968 SM 6640 Herbicides	4/9/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14D072 - #51968 SM 6640 Herbicides	4/25/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14D075 - #51968 SM 6640 Herbicides	4/28/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14E007 - #51968 SM 6640 Herbicides	5/5/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14E096 - #51968 SM 6640 Herbicides	5/30/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14F006 - #51968 SM 6640 Herbicides	6/3/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14F030 - #51968 SM 6640 Herbicides	6/11/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14F068 - #51968 SM 6640 Herbicides	6/26/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14G146 - #51968 SM 6640 Herbicides	7/23/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14H027 - #51968 SM 6640 Herbicides	7/31/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14I011 - #51968 SM 6640 Herbicides	9/3/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14I068 - #51968 SM 6640 Herbicides	9/9/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14I079 - #51968 SM 6640 Herbicides	9/23/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14J025 - #51968 SM 6640 Herbicides	10/7/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14J094 - #51968 SM 6640 Herbicides	10/28/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14K040 - #51968 EPA 515/SIM 6640	11/18/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	S14L001 - #51968 EPA 515/SIM 6640	12/1/2014
DEQ Special Schedule: 2008-0009	148 Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12	KDK DOC - 52692/52535 8270D HV	6/30/2014