

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Wednesday, June 4, 2025 3:49 PM
To: SHULTZ Brad * DEQ; MCCROCKLIN Katie * DEQ; RecordsRequest * DEQ
Subject: RE: Destruction Approval Requested

Hi Brad and Katie,

We have a note on the DEQ Retention Schedule update to change series 236 to a 100 year retention, per Katie. Is the reason that we are making that change compelling enough to keep these records for longer?

Let me know what you think.

Thanks,

Linda

From: SHULTZ Brad * DEQ
Sent: Wednesday, June 4, 2025 2:54 PM
To: MCCROCKLIN Katie * DEQ ; RecordsRequest * DEQ
Subject: RE: Destruction Approval Requested

Thanks Katie,

I approve. Thanks for digging through those.

Brad

From: MCCROCKLIN Katie * DEQ <Katie.MCCROCKLIN@deq.oregon.gov>
Sent: Wednesday, June 4, 2025 2:34 PM
To: SHULTZ Brad * DEQ <Brad.Shultz@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: Destruction Approval Requested

Good afternoon,

Please see attached destruction log for some LUST files.
Brad, could you please reply with your approval for this destruction?

Let me know if you need anything else.

Thanks,



Katie McCrocklin

Cleanup Program Project Coordinator
Oregon Department of Environmental Quality
165 East 7th Ave, Suite 100
Eugene, OR 97401
Cell: 503-960-0550
Email: katie.mccrocklin@deq.oregon.gov

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:	<u>Underground Storage Tanks/Hazardous Waste/Tanks</u>	Date approved by records officer:	<u> </u>
Program staff requesting destruction:	<u>Katie McCrocklin</u>	Date destroyed:	<u> </u>
Approving Manager:	<u>Brad Shultz</u>		

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	236	Leaking Underground Storage Tank Site Files	30 years	LUST 08-91-0018	1993
				LUST 06-91-0043	1993
				LUST 15-91-0052	1993
				LUST 10-91-0060	1993
				LUST 10-91-0065	1993
				LUST 15-91-0104	1993
				LUST 15-91-0087	1993
				LUST 10-92-0005	1993

	LUST 17-92-0006	1993
	LUST 15-92-0027	1993
	LUST 10-92-0061	1993
	LUST 15-92-0066	1993
	LUST 10-92-0071	1993
	LUST 15-92-0072	1993
	LUST 15-92-0075	1993
	LUST 10-92-0080	1993
	LUST 08-92-0084	1993
	LUST 06-92-0052	1993
	LUST 10-92-0094	1993
	LUST 10-92-0095	1993
	LUST 15-92-0102	1993
	LUST 15-93-0009	1993
	LUST 10-93-0016	1993
	LUST 17-93-0026	1993
	LUST 17-93-0028	1993



