

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Friday, July 18, 2025 1:21 PM
To: MCCROCKLIN Katie * DEQ; RecordsRequest * DEQ; SHULTZ Brad * DEQ
Subject: RE: LUST files destruction request

Destruction of these records is approved.

Thank you,

Linda



Linda Ross (she/her/hers)
Records Officer
Oregon Department of Environmental Quality
700 NE Multnomah St, Suite 600
Portland, OR 97232
Phone: 971.400.9142
Email: linda.ROSS@deq.oregon.gov

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From: MCCROCKLIN Katie * DEQ
Sent: Tuesday, July 15, 2025 8:07 AM
To: RecordsRequest * DEQ ; SHULTZ Brad * DEQ
Subject: RE: LUST files destruction request

Hi Linda,

Thank you for checking. We have gone through and saved all the files from that time frame that we believe to be pertinent. These destruction lists we've recently sent will be the last of them from our program. The rest will all go under the 100 year retention.



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

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Monday, July 14, 2025 1:56 PM
To: SHULTZ Brad * DEQ <Brad.Shultz@deq.oregon.gov>; MCCROCKLIN Katie * DEQ <Katie.Mccrocklin@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: LUST files destruction request

Hi Brad and Katie,

It looks like for the DEQ Special Records Retention update that we are working on, you told me, Katie, that they should be kept for 100 years. Do you want to keep these records for that amount of time? Or stick to what we have for now and keep all future records 100 years?

Let me know.

Thanks,

Linda

From: SHULTZ Brad * DEQ <Brad.Shultz@deq.oregon.gov>
Sent: Monday, July 14, 2025 10:39 AM
To: MCCROCKLIN Katie * DEQ <Katie.Mccrocklin@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: LUST files destruction request

Thanks Katie,

I approve,

Brad

From: MCCROCKLIN Katie * DEQ <Katie.MCCROCKLIN@deq.oregon.gov>
Sent: Monday, July 14, 2025 10:10 AM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: SHULTZ Brad * DEQ <Brad.Shultz@deq.oregon.gov>
Subject: LUST files destruction request

Hello,

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

Let me know if you need anything else.



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: Underground Storage Tanks/Hazardous Waste/Tanks Date approved by records officer: _____

Program staff requesting destruction: Katie McCrocklin Date destroyed: _____

Approving Manager: Brad Shultz

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		Leaking Underground Storage 236 Tank Files	30 years	LUST 20-91-4089	1991
				LUST 20-90-4328	1991
				LUST 20-90-4305	1991
				LUST 20-89-4109	1991
				LUST 20-90-4324	1991

LUST 20-91-4045	1991
LUST 20-91-4210	1991

LUST 20-91-4004	1991
LUST 20-91-4153	1991

LUST 20-91-4296	1991
LUST 20-91-4282	1991

LUST 20-91-4142	1991
LUST 20-91-4228	1991

LUST 20-91-4138	1991
LUST 20-90-4329	1991

LUST 20-90-4093	1991
LUST 20-92-4026	1992

LUST 20-91-4109	1992
LUST 20-91-4104	1992

LUST 20-90-4306	1992
LUST 20-89-4130	1992

LUST 20-92-4022	1992
LUST 20-92-4016	1992

LUST 20-90-4307	1992
LUST 20-89-4157	1992

LUST 20-89-4161	1992
LUST 20-88-4044	1992

LUST 20-90-4139	1992
LUST 20-88-4014	1992

LUST 20-90-4261	1992
LUST 20-91-4245	1992

LUST 20-91-4064	1992
LUST 15-91-0050	1992

LUST 06-91-0067	1992
LUST 15-91-0076	1992

LUST 17-91-0077	1992
LUST 17-91-0090	1992

LUST 15-91-0107	1992
LUST 15-91-0115	1992

LUST 06-91-0118	1992
LUST 15-92-0001	1992

LUST 15-92-0003	1992
LUST 17-92-0009	1992

LUST 10-92-0010	1992
LUST 15-92-0013	1992

LUST 08-92-0014

1992

LUST 10-92-0015

1992

LUST 15-92-0016

1992

LUST 06-92-0024

1992

LUST 17-92-0025

1992

LUST 06-92-0038

1992

LUST 15-92-0040

1992

LUST 06-92-0053

1992

LUST 10-92-0056	1992
LUST 10-92-0062	1992

LUST 08-92-0077	1992
LUST 06-92-0078	1992

LUST 17-92-0104	1992
LUST 15-90-0134	1993

LUST 17-91-0005	1993
LUST 15-91-0012	1993
