

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Wednesday, February 26, 2025 10:33 AM
To: KOGER Susan * DEQ; RecordsRequest * DEQ
Cc: NOMURA RANEI * DEQ
Subject: RE: Old correspondence files by reception desk

Hi Sue,

I did see that approval. I just thought it would be more straightforward for our files if we received an updated approval, but you are right, she did already approve.

In lieu of that, I approve of the destruction of these records.

Thanks,

Linda



Linda Ross (she/her/hers)

Records Officer
Operations & Policy Analyst 2
Oregon Department of Environmental Quality
700 NE Multnomah St, Suite 600
Portland, OR 97232
Phone: +1 (971) 400-9142
Email: linda.ROSS@deq.oregon.gov

From: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Sent: Wednesday, February 26, 2025 10:27 AM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Subject: RE: Old correspondence files by reception desk

Hi Linda, These are the same DMRs Ranei approved by email on 2/19; I just removed the files listing correspondence/permit until we find out about whether the facilities have closed.

In that regard, how can I determine whether or not a facility has closed? (They were all listed as inactive on QGIS).
Thank you!
sue

PS - This was Ranei's email on 2/19:

Susan,

I approve of the attached destruction list. Please move forward after you get HQ approval.

Thank you! I greatly appreciate your vigilance in getting our files in order!

Ranei

Ranei Nomura
Water Quality Program Manager
DEQ Western Region
503-378-5081 office
pronouns: she, her

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Wednesday, February 26, 2025 10:16 AM
To: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Subject: RE: Old correspondence files by reception desk

Ranei,

Do you approve of the updated destruction request for the DMRs?

Thanks,
Linda

From: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Sent: Monday, February 24, 2025 11:00 AM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Subject: RE: Old correspondence files by reception desk

For clarity, I've separated out the Data files from the rest and am submitting a new Authorization Form (attached) – That way we can take care of those until we get clarity on the rest.

Thanks again,
sue

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Monday, February 24, 2025 10:38 AM
To: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Subject: RE: Old correspondence files by reception desk

Good morning Susan,

Thank you for responding so quickly.

So, series 332 says: 332 Waste and Wastewater Discharge/Disposal Permit Records: (a) Retain treatment plant facility physical plans until facility closes (b) Retain Discharge Monitoring Reports, Inspection Files, and Enforcement Files 15 years, destroy (c) Retain all other records until superseded or obsolete, destroy.

The DMRs all look good, and on the permits, some of them are pretty old. I'm guessing the permits have expired? Or are superseded. The others would depend on what they are. If they have been superseded, then they can be destroyed. If they are the last correspondence, have the facilities closed?

Let me know.

Thanks,

Linda

From: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Sent: Monday, February 24, 2025 9:14 AM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Subject: RE: Old correspondence files by reception desk

Hi Linda, with the exception of a couple of the data/DMR files (Yamhill & Oakridge), these are all *inactive* files. I don't know if they have necessarily closed – ?

I put them as 332, but please let me know if that's in error?

Thank you,
sue

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Thursday, February 20, 2025 4:12 PM
To: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Subject: RE: Old correspondence files by reception desk

Hi Susan and Ranei,
Are all of these under 332 (b)? or are they records of facilities that have closed?
Please let me know.
Thanks,
Linda

From: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Sent: Wednesday, February 19, 2025 9:31 AM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Subject: RE: Old correspondence files by reception desk

Dear Records Dept,

I am submitting another Records Destruction Authorization Form, for your approval. Thank you!
Sue, Salem office

From: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Sent: Wednesday, February 19, 2025 9:25 AM
To: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>

Cc: HANSEN Trinh * DEQ <Trinh.Hansen@deq.oregon.gov>

Subject: FW: Old correspondence files by reception desk

Susan,

I approve of the attached destruction list. Please move forward after you get HQ approval.

Thank you! I greatly appreciate your vigilance in getting our files in order!

Ranei

Ranei Nomura
Water Quality Program Manager
DEQ Western Region
503-378-5081 office
pronouns: she, her

From: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Sent: Wednesday, February 19, 2025 9:09 AM
To: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Cc: HANSEN Trinh * DEQ <Trinh.Hansen@deq.oregon.gov>
Subject: RE: Old correspondence files by reception desk

Good morning!

As per your note, below, I am attaching a revised Form for your review and approval – I removed the files that are still active in one of the databases, and I've also added a handful of old Data/DMR files for destruction.

Thank you!
sue

From: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Sent: Tuesday, February 18, 2025 12:13 PM
To: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Subject: FW: Old correspondence files by reception desk

Copying Trinh so she knows what I'm up to.

Great job!! Refile the ones that have ECSI or YDO records when ECSI they don't have "No further action" in ECSI or YDO. Before you refile, please put a note that the file is eligible for destruction but was kept because it was still active in ECSI or YDO (specify which database) and include the date and your name.

Please also take them off the destructions lists and resend the destruction forms so I can approve for destruction.

Thank you!

Ranei

From: KOGER Susan * DEQ <Susan.KOGER@deq.oregon.gov>
Sent: Tuesday, February 18, 2025 11:09 AM
To: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Subject: FW: Old correspondence files by reception desk

Hi Ranei, I've gone through the remaining 2 boxes, and confirmed that the attached files are all inactive (or not in QGIS), and do *not* have YDO records for the Cleanup Program. Some of them **do** have records in ECSI – I included a note for those with the ECSI status in the 2nd file, dated today, 2-18.

I only found 1 file that has an active Cleanup file in YDO – File # 97095, Willamette Industries – Sweet Home: “Contamination Suspected; Remedial Investigation, 2022.”

Please let me know how you'd like me to proceed!

Thanks,
sue

From: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Sent: Monday, February 10, 2025 12:01 PM
To: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Subject: RE: Old correspondence files by reception desk

Hi Ranei, thanks for your time last week!

I have gone through the first 3 boxes that we discussed, and am attaching a revised Records Destruction Form. I confirmed that these correspondence/permit files that you did *not* highlight are all inactive, and they don't have current activity on the ECSI or YDO sites. There's also a handful of old data files listed here as well.

If you're ok with it, I'll submit it to records.

Best regards,
sue

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:

Water Quality

Date approved by records officer:

Program staff requesting destruction:

Sue Koger - Salem Office

Date destroyed:

Approving Manager:

Ranei Nomura

Schedule Name/ # (select from dropdown in space below)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents	File #	Date(s)
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records	15 years	YAMHILL, CITY OF - INFILTRATION/INFLOW	99314	1976
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	WILLAMETTE INDUSTRIES - DATA (DMRs) - 1700-J	9298	1996
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	WILLAMETTE INDUSTRIES - SWEET HOME - DATA (DMRs)- NPDES	97095	1988-1990
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	CITY OF OAKRIDGE - DATA (DMRs) - NPDES	62886	2009
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	SMURFIT NEWSPRINT - DATA (DMRs) - NPDES	72650	1978-1979
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	BRANDY BAR LANDING - DATA (DMRs) - NPDES- DOM-Da	10696	1989-1990; 2002-2009
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	ODFW - MCKENZIE HATCHERY -DATA (DMRs)	64500	2009
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	SILETZ, CITY OF, WWTP - DATA (DMRs)	81276	2008-2009

[illegible]

