

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Monday, March 3, 2025 8:56 AM
To: KOGER Susan * DEQ; RecordsRequest * DEQ
Cc: JOYE Jessica * DEQ; ROCHETTE Sean * DEQ
Subject: RE: Last 2 boxes of on-site DMRs

I approve of the destruction of these records.

Thank you, Sue!

Linda Ross
Records Officer

From: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Sent: Thursday, February 27, 2025 11:05 AM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: JOYE Jessica * DEQ <Jessica.JOYE@deq.oregon.gov>; ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>
Subject: RE: Last 2 boxes of on-site DMRs

Hi Linda/Records Dept, here's another form for old (>15 year) On-Site DMRs. Thanks!
Sue

From: ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>
Sent: Thursday, February 27, 2025 10:47 AM
To: JOYE Jessica * DEQ <Jessica.JOYE@deq.oregon.gov>; KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Subject: RE: Last 2 boxes of on-site DMRs

I approve as well. Thank you.

Sean

From: JOYE Jessica * DEQ <Jessica.JOYE@deq.oregon.gov>
Sent: Thursday, February 27, 2025 10:40 AM
To: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>; ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>
Subject: RE: Last 2 boxes of on-site DMRs

I approve the destruction of these records.

Thanks, Sue!

From: KOGER Susan * DEQ <Susan.KOGER@deq.oregon.gov>
Sent: Thursday, February 27, 2025 9:57 AM
To: ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>; JOYE Jessica * DEQ <Jessica.JOYE@deq.oregon.gov>
Subject: Last 2 boxes of on-site DMRs

Good morning, here are the remaining old (>15 years) DMRs. With your approval, I'll send this on to Records to approve for destruction.

Thank you!
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 - Onsite Wastewater Management	Date approved by records officer:	
Program staff requesting destruction:	Sue Koger - Salem Office	Date destroyed:	
Approving Manager:	Sean Rochette		

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	Records Waste & Wastewater Discharge/Disposal Permit	15 years	Guide Dogs for the Blind - DMRs	107579	1997-2009
DEQ Special Schedule: 2008-0009	332	Records Waste & Wastewater Discharge/Disposal Permit	15 years	Guide Dogs for the Blind - Quarterly Monitoring Reports	107579	1996-2002
DEQ Special Schedule: 2008-0009	332	Records Waste & Wastewater Discharge/Disposal Permit	15 years	Guide Dogs for the Blind - Quarterly Monitoring Reports	107579	2003-2006
DEQ Special Schedule: 2008-0009	332	Records Waste & Wastewater Discharge/Disposal Permit	15 years	Guide Dogs for the Blind - Yearly Monitoring Reports	107579	2006-2009
DEQ Special Schedule: 2008-0009	332	Records Waste & Wastewater Discharge/Disposal Permit	15 years	Guide Dogs for the Blind - Monitoring Well Reports	107579	1993; 2001
DEQ Special Schedule: 2008-0009	332	Records Waste & Wastewater Discharge/Disposal Permit	15 years	Guide Dogs for the Blind - Annual Wastewater Treatment Facility Evaluation	107579	2006; 2008-2009




