

WOLF Emmy * DEQ

From: ROSS Linda * DEQ
Sent: Thursday, April 3, 2025 2:26 PM
To: THOMPSON Matthew * DEQ; ROCHETTE Sean * DEQ; RecordsRequest * DEQ
Cc: DEPEW Alexis * DEQ
Subject: RE: 4-3-25 ONSITE Records Destruction Authorization Form .xlsx
Attachments: 4-3-25 ONSITE Records Destruction Authorization Form .xlsx

I approve of this records destruction.

Thank you, Matthew for all the work you are doing! And thank you all for getting this one done!

Linda



Linda Ross (she/her/hers)
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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: THOMPSON Matthew * DEQ <matthew.thompson@deq.oregon.gov>
Sent: Thursday, April 3, 2025 1:48 PM
To: ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>; ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>
Cc: DEPEW Alexis * DEQ <Alexis.DePew@deq.oregon.gov>
Subject: RE: 4-3-25 ONSITE Records Destruction Authorization Form .xlsx

Thank you! We're doing a large cleanout in Eugene office so this is very helpful, thanks.

From: ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>
Sent: Thursday, April 3, 2025 1:47 PM
To: THOMPSON Matthew * DEQ <matthew.thompson@deq.oregon.gov>; ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>
Cc: DEPEW Alexis * DEQ <Alexis.DePew@deq.oregon.gov>
Subject: RE: 4-3-25 ONSITE Records Destruction Authorization Form .xlsx

Thank you! Randy having reviewed is perfect. Please consider this my approval for the destruction of those onsite program records. Thanks again.



Sean Rochette, CPSS, WWS

He/Him/His

Onsite Wastewater Program Manager

Dept. of Environmental Quality

475 NE Bellevue Drive, Suite 110

Bend, OR 97701

541-554-6883

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From: THOMPSON Matthew * DEQ <matthew.thompson@deq.oregon.gov>

Sent: Thursday, April 3, 2025 1:45 PM

To: ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>; ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>

Cc: DEPEW Alexis * DEQ <Alexis.DePew@deq.oregon.gov>

Subject: RE: 4-3-25 ONSITE Records Destruction Authorization Form .xlsx

Ranei Nomura initially went through the boxes, pulled out the onsite files and had Randy Trox verify that the sites had been connected to sewer, obsolete, and past retention. If you would like me to send the list to Jessica Joye I can do this as well. 😊

From: ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>

Sent: Thursday, April 3, 2025 1:42 PM

To: THOMPSON Matthew * DEQ <matthew.thompson@deq.oregon.gov>; ROSS Linda * DEQ

<Linda.Ross@deq.oregon.gov>

Cc: DEPEW Alexis * DEQ <Alexis.DePew@deq.oregon.gov>

Subject: RE: 4-3-25 ONSITE Records Destruction Authorization Form .xlsx

Thank you, Matthew. Can you quickly confirm who the program staff was? I'm assuming Jessica Joye but just wanted to verify. Thank you.

Sean

From: THOMPSON Matthew * DEQ <matthew.thompson@deq.oregon.gov>

Sent: Thursday, April 3, 2025 1:31 PM

To: ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>; ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>

Cc: DEPEW Alexis * DEQ <Alexis.DePew@deq.oregon.gov>

Subject: 4-3-25 ONSITE Records Destruction Authorization Form .xlsx

Hello all,

Program staff have checked the enclosed records, and they are beyond their retention period and eligible for destruction. Once we get the okay from the program manager and records officer, we can go ahead with this.

Linda: These are the final program files from the accession #16 RC 0185 project, We have okays from WQ and Stormwater, once we get this last onsite file okayed, the entire accession can be set to destroyed in your system. 😊

Thank you!

-Matthew

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](#)

CCB
Business

Program/section name:	<u>WQ- Onsite</u>	Date approved by records officer:	<u> </u>
Program staff requesting destruction:	<u>Matthew Thompson & Alexis Depew</u>	Date destroyed:	<u> </u>
Approving Manager:	<u>Sean Rochette</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	351	Discharge Monitoring Report Quality Assurance (DMRQA) Reports	10 years,destroy Retain until property connected to	Permit 101323 & 107961 DMRs	1996-2013
DEQ Special Schedule: 2008-0009	311	Water Pollution Control Facilities	sewer	Permit 101323, 111764, 102212, 105815	1994-2014
DEQ Special Schedule: 2008-0009	309	Onsite Technology, Material and Design Records	7 years, destroy	Monaco Coach onsite info - Terminated 9/5/14	1993-2014
DEQ Special Schedule: 2008-0009	264b	Groundwater, Methane, and Leachate Monitoring Records, 1971-[ongoing]	5 years, destroy	GWMR 101323	1995-1999
DEQ Special Schedule: 2008-0009	309	Onsite Technology, Material and Design Records	7 years, destroy	Marathon coach onsite info - Terminated 8/28/14	1993-1996

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