

WOLF Emmy * DEQ

From: ROSS Linda * DEQ
Sent: Wednesday, April 2, 2025 4:54 PM
To: RecordsRequest * DEQ
Subject: FW: Destruction Authorization
Attachments: 3-18-25 WQ Records Destruction Authorization Form (1).xlsx

Here you go!

From: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Sent: Wednesday, April 2, 2025 3:47 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: Destruction Authorization

Linda,

I approve of destruction of the documents on the attached list.

Ranei

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

From: THOMPSON Matthew * DEQ <matthew.thompson@deq.oregon.gov>
Sent: Wednesday, April 2, 2025 3:44 PM
To: ROSS Linda * DEQ <Linda.Ross@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>; DEPEW Alexis * DEQ <Alexis.DePew@deq.oregon.gov>
Subject: Destruction Authorization

Hello all,

This is a revised version of a records authorization form sent on 3/18. It was prepared in the wrong format. Let me know if there are any more issues!

-Matthew



Matthew Thompson (he/him/his)

Office Specialist

Oregon Department of Environmental Quality

165 East 7th Ave, Suite 100

Eugene, OR 97401

Cell: 503.704.0376 | Office: 541.687.7344

Email: matthew.thompson@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: WR Water Quality WasteWater **Date approved by records officer:** _____

Program staff requesting destruction: Matthew Thompson & Alexis DePew **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 (any additional description or attach detailed list)	Date(s)
DEQ Special Schedule: 2008-0009	332(c)	Waste and Wastewater Dischar	Until Superseded	NPDES 700J & WPCF 600 Records	2006-2017
DEQ Special Schedule: 2008-0009		327 Water Quality Permitting	Retain current and	NPDES 1700J, 1500A, General Permits (permits terminated or inactive)	1983-2011
State General Schedule : 166-300		7 Safety Compliance and Inspecti	Retain 10 years, de	Stipulated Consent Order	1998
DEQ Special Schedule: 2008-0009	351 DMRs		Retain 10 years,	DMR Reports	1991-2000
State General Schedule : 166-300		Safety Compliance and 7 Inspection Records	Retain 10 years, destroy	Pollution complaints	1998-2005



