

WOLF Emmy * DEQ

From: TROX Randall * DEQ
Sent: Thursday, May 1, 2025 3:56 PM
To: RecordsRequest * DEQ
Cc: ROCHETTE Sean * DEQ
Subject: Fw: Records Destruction Authorization Form.XLSX
Attachments: 2025 WPCF records destruction authorization request.xlsx

Hi

My manager approved my request to destroy records eligible for destruction. Please review and let me know.

Randy Trox
Onsite Program Coordinator
Oregon Department of Environmental Quality
Western Region – Eugene
165 E. 7th Ave., Eugene OR 97401
Phone: 541-687-7338
Pronouns: He/him/his

From: ROCHETTE Sean * DEQ
Sent: Thursday, May 1, 2025 3:13 PM
To: TROX Randall * DEQ
Cc: RecordsRequest * DEQ
Subject: Re: Records Destruction Authorization Form.XLSX
I approve. Thanks

Sean Rochette
Onsite Program Manager
Oregon DEQ

From: TROX Randall * DEQ
Sent: Thursday, May 1, 2025 2:38:15 PM
To: ROCHETTE Sean * DEQ
Cc: RecordsRequest * DEQ
Subject: Records Destruction Authorization Form.XLSX
Hi Sean

Please review attached and I am requesting authorization from you to destroy the records listed in the attached. Email authorization is approved. No need to sign. Once authorized by you and records team I will destroy.

Randy

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Friday, May 2, 2025 3:54 PM
To: RecordsRequest * DEQ
Subject: RE: Records Destruction Authorization Form.XLSX

Emmy, I just approved this one on the last email. Thanks, Linda

From: TROX Randall * DEQ
Sent: Thursday, May 1, 2025 3:56 PM
To: RecordsRequest * DEQ
Cc: ROCHETTE Sean * DEQ
Subject: Fw: Records Destruction Authorization Form.XLSX

Hi

My manager approved my request to destroy records eligible for destruction. Please review and let me know.

Randy Trox

Onsite Program Coordinator

Oregon Department of Environmental Quality

Western Region – Eugene

165 E. 7th Ave., Eugene OR 97401

Phone: 541-687-7338

Pronouns: He/him/his

From: ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>
Sent: Thursday, May 1, 2025 3:13 PM
To: TROX Randall * DEQ <Randall.TROX@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: Re: Records Destruction Authorization Form.XLSX

I approve. Thanks

Sean Rochette
Onsite Program Manager
Oregon DEQ

From: TROX Randall * DEQ <Randall.TROX@deq.oregon.gov>
Sent: Thursday, May 1, 2025 2:38:15 PM
To: ROCHETTE Sean * DEQ <Sean.ROCHETTE@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: Records Destruction Authorization Form.XLSX

Hi Sean

Please review attached and I am requesting authorization from you to destroy the records listed in the attached. Email authorization is approved. No need to sign. Once authorized by you and records team I will destroy.

Randy

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:	<u>WQ/Onsite</u>	Date approved by records officer:	<u> </u>
Program staff requesting destruction:	<u>Randy Trox</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	327	Source Permits (NPDES and WPCF General and Individual Permits)	Retain current and previous, destroy	WPCF file # 106383 permits	1992 & 2001
DEQ Special Schedule: 2008-0009	332	Waste and Wastewater Discharge/Disposal Permit Records	Retain Discharge Monitoring Reports, Inspection Files, and Enforcement Files 15 years, destroy	WPCF file # 106383 DMRs, correspondence, inspection records	pre-2010
DEQ Special Schedule: 2008-0009	332	Waste and Wastewater Discharge/Disposal Permit Records	Retain Discharge Monitoring Reports, Inspection Files, and Enforcement Files 15 years, destroy	WPCF file # 105379 DMRs, correspondence, inspection records	Pre-2010

DEQ Special Schedule: 2008-0009	Source Permits (NPDES and WPCF General and Individual 327 Permits)	Retain current and previous, destroy	WPCF file # 108327 permit	1996
DEQ Special Schedule: 2008-0009	Waste and Wastewater Discharge/Disposal Permit 332 Records	Retain Discharge Monitoring Reports, Inspection Files, and Enforcement Files 15 years, destroy	WPCF file # 108327 DMRs, correspondence, inspection records	Pre-2010
DEQ Special Schedule: 2008-0009	Source Permits (NPDES and WPCF General and Individual 327 Permits)	Retain current and previous, destroy	WPCF file # 106732 permits	1992, 1998
DEQ Special Schedule: 2008-0009	Waste and Wastewater Discharge/Disposal Permit 332 Records	Retain Discharge Monitoring Reports, Inspection Files, and Enforcement Files 15 years, destroy	WPCF file # 106732 DMRs, correspondence, inspection records	Pre-2010
DEQ Special Schedule: 2008-0009	Waste and Wastewater Discharge/Disposal Permit 332 Records	Retain Discharge Monitoring Reports, Inspection Files, and Enforcement Files 15 years, destroy	WPCF file # 100029 DMRs, correspondence, inspection records	Pre-2010
DEQ Special Schedule: 2008-0009	Source Permits (NPDES and WPCF General and Individual 327 Permits)	Retain current and previous, destroy	WPCF file # 100029 permit	1993, 1986

[illegible]



