

## WOLF Emmy \* DEQ

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**From:** RecordsRequest \* DEQ  
**Sent:** Thursday, May 15, 2025 11:25 AM  
**To:** KOGER Susan \* DEQ; RecordsRequest \* DEQ  
**Cc:** NOMURA RANEI \* DEQ  
**Subject:** RE: File movement - Files for destruction

These files are approved for destruction.

Thank you, Susan and Ranei!

Linda



**Linda Ross** (she/her/hers)  
Records Officer  
Oregon Department of Environmental Quality  
700 NE Multnomah St, Suite 600  
Portland, OR 97232  
Phone: 971.400.9142  
Email: [linda.ROSS@deq.oregon.gov](mailto:linda.ROSS@deq.oregon.gov)

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**From:** KOGER Susan \* DEQ  
**Sent:** Tuesday, May 13, 2025 9:15 AM  
**To:** RecordsRequest \* DEQ  
**Cc:** NOMURA RANEI \* DEQ  
**Subject:** FW: File movement - Files for destruction

Good morning! I'm attaching the Destruction Form authorized by Ranei, below, with the file she referenced removed.

With permission from Records, I'll get these recycled!

Thanks all,  
sue

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**From:** NOMURA RANEI \* DEQ <[RANEI.NOMURA@deq.oregon.gov](mailto:RANEI.NOMURA@deq.oregon.gov)>  
**Sent:** Monday, May 12, 2025 12:20 PM  
**To:** KOGER Susan \* DEQ <[Susan.Koger@deq.oregon.gov](mailto:Susan.Koger@deq.oregon.gov)>  
**Subject:** RE: File movement?

Great work! Please pull the report listed below out of the records destruction list and re-file. I approve of the remaining files.

|                                        |            |                                                                                       |                 |                                                        |
|----------------------------------------|------------|---------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------|
| <b>DEQ Special Schedule: 2008-0009</b> | <b>332</b> | <b>Waste &amp; Wastewater<br/>Discharge/Disposal<br/>Permit Records -<br/>Reports</b> | <b>15 years</b> | <b>Sweet Home, City<br/>FLOW ANALYSIS F<br/>REPORT</b> |
|----------------------------------------|------------|---------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------|

Thank you!

Ranei

Ranei Nomura  
Water Quality Manager  
Wastewater and Clean Water State Revolving Fund  
DEQ Western Region  
503-378-5081 office  
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**From:** KOGER Susan \* DEQ <[Susan.Koger@deq.oregon.gov](mailto:Susan.Koger@deq.oregon.gov)>  
**Sent:** Monday, May 12, 2025 12:05 PM  
**To:** NOMURA RANEI \* DEQ <[RANEI.NOMURA@deq.oregon.gov](mailto:RANEI.NOMURA@deq.oregon.gov)>  
**Subject:** RE: File movement?

Hi Ranei, I've finished boxing up all of Brad's files, and they are ready for shuttle pick up (probably tomorrow am). While I was at it, it was easy/quick to go ahead and pull the old SSOs, I & Is, pretreatment, & other misc reports (listed in the attached), so I'm sending a Records Destruction Authorization Form for your review!

Note: I also ran across an OSU File in the General 200 files, but it doesn't appear that a permit was ever issued, and it's not listed in QGIS. I included it in the attached form in case it can also go to destruction.

Thanks much!  
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 - Reports | 15 years                         | Lafayette, City of - SSOs                         | 48279       | 1995-2009 |
| DEQ Special Schedule: 2008-0009                        | 332                      | Waste & Wastewater Discharge/Disposal Permit Records - Reports | 15 years                         | Inn at Otter Crest - SSO                          | 41740       | 2007      |
| DEQ Special Schedule: 2008-0009                        | 332                      | Waste & Wastewater Discharge/Disposal Permit Records - Reports | 15 years                         | Corvallis, City of - Pretreatment                 | 20151       | 1990-1996 |
| DEQ Special Schedule: 2008-0009                        | 332                      | Waste & Wastewater Discharge/Disposal Permit Records - Reports | 15 years                         | Sweet Home, City of - I & Is                      | 86840       | 2001-2009 |
| DEQ Special Schedule: 2008-0009                        | 332                      | Waste & Wastewater Discharge/Disposal Permit Records - Reports | 15 years                         | Sweet Home, City of - SSOs                        | 86840       | 2001-2009 |
| DEQ Special Schedule: 2008-0009                        | 332                      | Waste & Wastewater Discharge/Disposal Permit Records - Reports | 15 years                         | Sweet Home, City of - WWTP Annual Report          | 86840       | 2002      |
| DEQ Special Schedule: 2008-0009                        | 332                      | Waste & Wastewater Discharge/Disposal Permit Records - Reports | 15 years                         | Sweet Home, City of - Manhole Inspection Log      | 86840       | 2001      |
| DEQ Special Schedule: 2008-0009                        | 332                      | Waste & Wastewater Discharge/Disposal Permit Records - Reports | 15 years                         | Sweet Home, City of - Sewer Line Cleaning Reports | 86840       | 2001      |
| DEQ Special Schedule: 2008-0009                        | 332                      | Waste & Wastewater Discharge/Disposal Permit Records - Reports | 15 years                         | Sweet Home, City of - Manhole Inspection Log      | 86840       | 2001      |
| DEQ Special Schedule: 2008-0009                        | 332                      | Waste & Wastewater Discharge/Disposal Permit Records - Reports | 15 years                         | OSU Hinsdale Wave Facility - Correspondence       | (no file #) | 1997-2007 |

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