

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Monday, March 31, 2025 2:20 PM
To: KOGER Susan * DEQ; RecordsRequest * DEQ
Cc: NOMURA RANEI * DEQ; SALERNO Kari * DEQ
Subject: RE: Boxes from Storage

Hi Sue,

Thank you so much for sending these back through with the accession numbers. I guess you can tell which email I read first...
I have updated the SRC destructions sheet with the boxes that have been destroyed, so that will help when I return it to the SRC.

Thanks so much! Have a good rest of Monday!
Linda

From: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Sent: Monday, March 31, 2025 11:00 AM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>; SALERNO Kari * DEQ <Kari.SALERNO@deq.oregon.gov>
Subject: RE: Boxes from Storage

Good morning! Yes, I'll be sure to cross out the accession # if boxes are re-used (so far, I haven't re-used any/haven't sent anything to storage).

Here are the 2 lists of archived boxes that were approved last week by both Ranei & Linda/Records Dept. Please note that these 2 forms should **replace** the forms you received last week for your records; not only did I add the Accession (AN) and Box #s, but I also added a few files that were omitted from the earlier lists, and also corrected some of the dates (the forms that were included inside the boxes, and that I used to create the original lists I sent you, had a few errors/omissions). I highlighted those changes in the attached forms.

Please note also that I added the dates when these were approved, and they've all been recycled.

Let me know if you have any questions!
Regards,
sue

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Thursday, March 27, 2025 2:54 PM
To: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>; SALERNO Kari * DEQ <Kari.SALERNO@deq.oregon.gov>
Subject: RE: Boxes from Storage

Thank you for doing that. Then I can let the SRC know ones they don't need to watch for.

When you destroy the records, do you destroy the boxes, too? Or are the boxes being re-used? We have had a couple that the box is inadvertently returned to the SRC after we have let them know that it has been destroyed, or that the accession number is still on the box and new records get put in it, but when it is sent in, it gets listed as the same records as before. So, will you make sure the accession number gets crossed out if you are reusing the boxes?

Thanks. Hope you all have a great weekend, too!
Linda

From: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Sent: Thursday, March 27, 2025 12:10 PM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>; SALERNO Kari * DEQ <Kari.SALERNO@deq.oregon.gov>
Subject: RE: Boxes from Storage

Ok – I'm working on adding the accession #s, as well as the Box #, to the forms I submitted. I'm doing that *as I am recycling the box contents*; that was easier than unstacking/restacking all the boxes I'd already gone through.

I'm about halfway done with the ones you both have approved, but the recycling bins are full; plus I'm leaving soon for the day and I am not in on Fridays. I'll continue on Monday.

(I just wanted you to be aware of the project status; I'm copying Kari, as she's been helping move boxes around!)

Thanks all, and have a great weekend,
Sue

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Thursday, March 27, 2025 9:53 AM
To: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Subject: RE: Boxes from Storage

Yes, please.

From: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Sent: Thursday, March 27, 2025 9:35 AM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Subject: RE: Boxes from Storage

Would you like the accession #s? I'd be happy to provide those, if so - ?!

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Thursday, March 27, 2025 9:34 AM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>; KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Subject: RE: Boxes from Storage

I just noticed the subject of the email. Do you know which boxes these records came from?

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Thursday, March 27, 2025 9:25 AM
To: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Subject: RE: Boxes from Storage

Good morning!

The destruction of these records is approved.

Thank you,

Linda



Linda Ross (she/her/hers)
Records Officer
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: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Sent: Thursday, March 27, 2025 8:34 AM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Subject: FW: Boxes from Storage

Good morning, Hereby submitting 2 Authorization Forms for your approval for destruction!
Thank you,
sue

From: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Sent: Wednesday, March 26, 2025 12:10 PM
To: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Cc: HANSEN Trinh * DEQ <Trinh.Hansen@deq.oregon.gov>
Subject: FW: Boxes from Storage

Susan,

I approve of the destruction of the documents in the attached spreadsheets.

Thank you!

Ranei

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

From: KOGER Susan * DEQ <Susan.Koger@deq.oregon.gov>
Sent: Wednesday, March 26, 2025 12:05 PM
To: NOMURA RANEI * DEQ <RANEI.NOMURA@deq.oregon.gov>
Cc: HANSEN Trinh * DEQ <Trinh.Hansen@deq.oregon.gov>
Subject: RE: Boxes from Storage

Thanks much! (Sorry to interrupt your meeting!)

The second batch of boxes (#10-16) is attached - this one includes some SSOs & I&Is, as well as DMRs, Toxicity Tests, & Bioassays.

I'll go ahead & also attach the first batch I sent earlier, for boxes #1 – 9.

As usual, with your approval I'll get these sent to Records!

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 Date approved by records officer: 3/27/2025

Program staff requesting destruction: Sue Koger - Salem Office Date destroyed: 3/31/2025

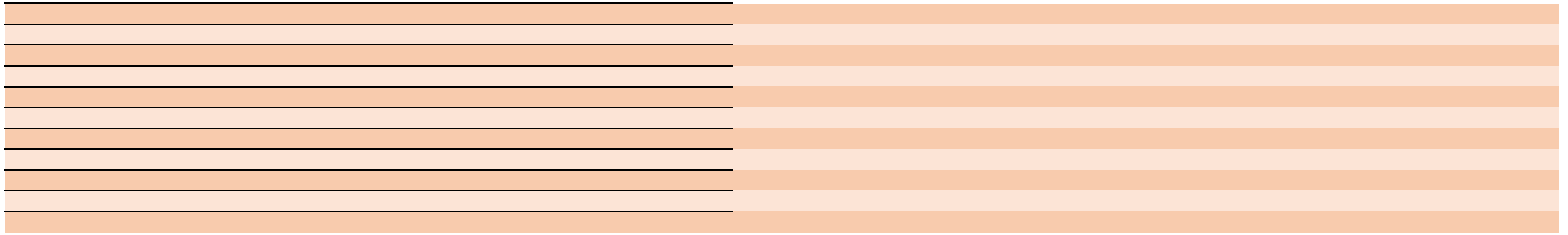
Approving Manager: Ranei Nomura

Schedule Name/ # (select from dropdown in space below)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents- DATA/DMRs	File #	Date(s)	Records Center Accession #	Box #	Box..
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Aumsville, City of	4475	2000-2004	15 RC 0027	15-04	4/4
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Brooks, City of	100077	1996-2007	15 RC 0027	15-04	4/4
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Century Meadows	96010	2004-2008	15 RC 0027	15-04	4/4
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Columbia Helicopters	100541	2000-2004	15 RC 0027	15-04	4/4
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Covanta Marion Inc	89638	2000-2008	15 RC 0027	15-04	4/4
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Donald, City of	24600	2004-2007	15 RC 0027	15-04	4/4
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Gervais, City of	33060	2002-2007	15 RC 0027	15-04	4/4 **
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Highland Water Corp, aka Illahe Estates	77740	1993-2007	15 RC 0027	15-04	4/4
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Salem, City of	78140	2002-2004	15 RC 0028	15-08	4/4
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Silver Spur RV Park	110785	2001-2009	15 RC 0028	15-08	4/4
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Silverton, City of	81395	1999-2009	15 RC 0028	15-08	4/4

DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Silverton, City of - DATA - BIOASSAYS	81395	2000-2001	15 RC 0028	15-08	4/4	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	St Paul, City of	84076	1997-2004	15 RC 0028	15-08	4/4	* Not on original list
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Hull-Oaks Lumber	107228	1997-2006	15 RC 0027	15-03	3/4	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Knoll Terrace	46990	1993-2004	15 RC 0027	15-03	3/4	**
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Monroe, City of	57951	1997-2007	15 RC 0027	15-03	3/4	**
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Philomath, City of	103468	1995-2009	15 RC 0027	15-03	3/4	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Valley Landfills	104176	1998-2008	15 RC 0027	15-03	3/4	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Bornstein Seafoods	106724	1992-2005	15 RC 0033	15-13	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Cape Perpetua	104547	1999-2007	15 RC 0033	15-13	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Georgia Pacific Toledo	32947	1999-2008	15 RC 0033	15-13	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Georgia Pacific Toledo - DATA - BIOASSAYS	32947	2000-2003	15 RC 0033	15-13	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Hubbard, City of	40494	2000-2007	15 RC 0028	#15-05	1/4	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Jefferson, City of	43129	1999-2008	15 RC 0028	#15-05	1/4	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Lakewood Utilities	96110	1999-2008	15 RC 0028	#15-05	1/4	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Norpac Foods, #1 - Stayton	84820	1995-2007	15 RC 0028	#15-05	1/4	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Norpac Foods, #5 - Brooks	84791	2000-2009	15 RC 0028	#15-05	1/4	

DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	ODC - Oregon State Penitentiary	109727	1998-2007	15 RC 0028	#15-05	1/4	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Waldport, City of	107816	1999-2005	15 RC 0040	#15-21	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Albany, City of	1098	1999-2008	15 RC 0040	#15-21	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Brownsville, City of	11770	2009	15 RC 0040	#15-21	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Cascade Pacific Pulp - Pope & Talbot	36335	2006-2009	15 RC 0040	#15-21	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Georgia Pacific Consumer Pro - Fort James Operating Co; James River Corp	105814	2000-2008	15 RC 0053	#15-23	1/1	**
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	International Paper Co - Weyerhaeuser Co/Willamette Industries - Albany Mill	97042	2004-2009	15 RC 0053	#15-23	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Harrisburg, City of, STP	105415	1997-2006	15 RC 0053	#15-23	1/1	* wasn't on the original list
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	International Paper Co - Weyerhaeuser Co/Willamette Industries - Albany Mill	97042	2000-2005	15 RC 0054	#15-24	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	International Paper Co - Weyerhaeuser Co/Willamette Industries - Albany Mill - DATA - BIOASSAYS	97042	2001-2009	15 RC 0054	#15-24	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Lebanon, City of	49764	1999-2009	15 RC 0054	#15-24	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Oregon System of Higher Education	112601	2004-2009	15 RC 0054	#15-24	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Dundee, City of	25567	1999-2009	15 RC 0080	15-34	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Farmer's Coop Creamery	100073	1995-2003	15 RC 0080	15-34	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Gray & Co	34856	1996-2007	15 RC 0080	15-34	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Lafayette, City of, STP	48279	1999-2007	15 RC 0080	15-34	1/1	

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DEQ Records Destruction Authorization Form

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Authorization is by email only, no signatures required.

[Records destruction procedure](#)

[DEQ Retention Schedule](#)

[State General Retention Schedule](#)

Program/section name:	<u>Water Quality</u>	Date approved by records officer:	<u>3/27/2025</u>
Program staff requesting destruction:	<u>Sue Koger - Salem Office</u>	Date destroyed:	<u>3/31/2025</u>
Approving Manager:	<u>Ranei Nomura</u>		

Schedule Name/ # (select from dropdown in space below)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents- DATA/DMRs	File #	Date(s)	Records Center Accession #	Box #	Box..
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Rainsweet, Inc (100-J)	962	2002-2007	15 RC 0028	15-06	2/4
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Salem, City of - DATA - BIOASSAYS	78140	1999-2005	15 RC 0028	15-06	2/4
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Salem, City of, Mission Sewer Pump Station - DATA - SSOs	78140	2000	15 RC 0028	15-06	2/4
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Salem, City of (NPDES)	78140	2005-2008	15 RC 0028	15-06	2/4
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Cascade Pacific Pulp - Pope & Talbot	36335	2000-2005	15 RC 0041	15-22	1/1
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Cascade Pacific Pulp - Pope & Talbot - BIOASSAYS	36335	2000-2006	15 RC 0041	15-22	1/1
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Cascade Pacific Pulp - Pope & Talbot - TOXICITY	36335	2006	15 RC 0041	15-22	1/1
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Duraflake - Albany - BIOASSAYS	97047	2003	15 RC 0041	15-22	1/1
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Diamond Hill RV Park	36646	1993-2006	15 RC 0041	15-22	1/1
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	EC Restaurant Services	28185	2000-2007	15 RC 0041	15-22	1/1
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Flakeboard America Limited	97047	1999-2008	15 RC 0041	15-22	1/1

* Not on original list

DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Flakeboard America Limited - BIOASSAY	97047	2003	15 RC 0041	15-22	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Georgia-Pacific Chemicals; GP Reisins	32650	1993-2006	15 RC 0041	15-22	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Georgia-Pacific Chemicals; GP Reisins - BIOASSAY	32650	2004	15 RC 0041	15-22	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Salem, City of (NPDES)	78140	2000-2004	15 RC 0028	15-07	3/4	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Salem, City of (NPDES) - SSOs	78140	1999-2006	15 RC 0028	15-07	3/4	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Salem, City of (NPDES) - I & Is	78140	2002-2008	15 RC 0028	15-07	3/4	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Salem, City of (WPCF)	78140	2005-2008	15 RC 0028	15-07	3/4	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Woodburn, City of	98815	1999-2004	15 RC 0029	15-10	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Cottage Grove, City of	20306	2000-2005	15 RC 0029	15-10	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Florence, City of	30058	1999-2005	15 RC 0029	15-10	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	International Paper Co	96244	2004-2009	15 RC 0029	15-10	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	TDY Industries, Inc	87645	2000-2004	15 RC 0029	15-10	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	TDY Industries, Inc - BIOASSAYS	87645	2000-2002	15 RC 0057	15-31	1/1	* Not on original list
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Dallas, City of	22546	2004-2009	15 RC 0057	15-31	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Sweet Home, City of	86840	1999-2008	15 RC 0056	15-30	1/1	
DEQ Special Schedule: 2008-0009	332	Waste & Wastewater Discharge/Disposal Permit Records - DATA	15 years	Tangent, City of	87425	2003-2006	15 RC 0056	15-30	1/1	

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