
RE: Records Destruction for Coos Bay Office files

From YELLESETTY Leela <Leela.YELLESETTY@deq.oregon.gov>

Date Fri 11/13/2020 4:40 PM

To CRAIG Barbara J <Barbara.J.CRAIG@deq.state.or.us>; NOMURA RANEI * DEQ
<RANEI.NOMURA@deq.oregon.gov>

Thanks Barbara. Any chance you can send me the excel version of the destruction form? It makes it easier for me to upload into the master list.

Once Ranei sends her approval you are ok to destroy these records.

Cheers,
Leela

From: CRAIG Barbara J <Barbara.J.CRAIG@deq.state.or.us>

Sent: Friday, November 13, 2020 4:12 PM

To: YELLESETTY Leela <Leela.YELLESETTY@deq.state.or.us>; NOMURA Ranei <RANEI.NOMURA@deq.state.or.us>

Subject: Records Destruction for Coos Bay Office files

Note to Ranei, The two correspondence files listed (#20015 Coquille & #70620 Port Orford) were reviewed by Jon Gasik and approved for destruction.

I would like to move this forward as soon as possible to eliminate these records from having to be boxed and shipped to Coos Bay in the near future.

Thank you,

Barbara

*Barbara Craig
Oregon Dept. of Environmental Quality
221 Stewart Ave., Suite 201
Medford, OR 97501
Ph 541-776-6266, Fax 541-776-6262*

DEQ Records Destruction Authorization Form

Before destroying records, email this form to your manager & agency records officer (Leela Yellesetty) 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:

Barbara Craig

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)

Information & Records Management

Records: 166-300-0030

2008-0009-332A

Records (Engineering Plans)

facility closes

File #19821 (Coos Bay #2 - Empire)

1963-1995

Waste and Wastewater

Retain treatment plant facility

Discharge/Disposal Permit

physical plans until

Retain Discharge Monitoring Reports, Inspection Files, and enforcement

Information & Records Management

Records: 166-300-0030

2008-0009-332B

Records (Monitoring Reports)

destroy

See attached list

Waste and Wastewater

Discharge/Disposal Permit

RECORDS LIST FOR DESTRUCTION

(COOS BAY OFFICE)

File #	Source Name	Permit Type	Dates	Contents
5664	Bandon, City of	NPDES-DOM-Da	2001-2004	Discharge Monitoring Reports
11300	Brookings, City of	GEN02	2001-2004	Discharge Monitoring Reports
19493	Conrad Wood Preserving	NPDES-IW-B21	2003-2004	Discharge Monitoring Reports
19802	Coos Bay, City of (Coos Bay #1)	NPDES-DOM-C1a	1995-2004	Discharge Monitoring Reports
19802	Coos Bay, City of (Coos Bay #1)	NPDES-DOM-C1a	2003-2004	Discharge Monitoring Reports (WET Tests)
19821	Coos Bay, City of (Coos Bay #2 – Empire)	NPDES-DOM-C1a	1996-2004	Discharge Monitoring Reports
20016	Coquille, City of	GEN02	2004	Discharge Monitoring Reports
36310	California Shellfish Company	GEN09	1992-2000	Discharge Monitoring Reports
42000	Bandon Pacific Inc	GEN09	1992-2000	Discharge Monitoring Reports
42188	Industrial Harbor (I P Gardiner)	NPDES-IW-B15	1994-1999	Discharge Monitoring Reports
48570	Lakeside Water Dist	GEN02	2001-2004	Discharge Monitoring Reports
48960	Langlois Water Dist	GEN02	2001-2004	Discharge Monitoring Reports
59742	Myrtle Point, City of	NPDES-DOM-Da	1977-2004	Discharge Monitoring Reports
64465	ODFW-Elk River	GEN03	1990-2004	Discharge Monitoring Reports

66310	Port Orford-Langlois (Pacific High School)	NPDES-DOM-Da	1976-2004	Discharge Monitoring Reports
70620	Port Orford, City of	NPDES-DOM-Da	1990-2004	Correspondence
70620	Port Orford, City of	NPDES-DOM-Da	2003-2004	Discharge Monitoring Reports
70621	Port Orford, City of	GEN02	2002-2004	Discharge Monitoring Reports
71832	Powers, City of	NPDES-DOM-Da	1976-2004	Discharge Monitoring Reports
76780	South Coast Lumber Co	GEN04	2001-2004	Discharge Monitoring Reports
94335	Wedderburn Sanitary Dist	WPCF-DOM-E	2003-2004	Discharge Monitoring Reports
96255	Fort Chicago/Jordan Cove	NPDES-IW-B15	1997-2004	Discharge Monitoring Reports
105920	ODFW-Bandon Fish Hatchery	GEN03	1991-2004	Discharge Monitoring Reports
106451	GMA Garnet (USA) Corp	NPDES-IW-B16	2001-2003	Discharge Monitoring Reports (WET Tests)
107694	Sweet Trucking, Inc	GEN17	1994-2004	Discharge Monitoring Reports
108165	Curry Transfer & Recycling (Roto Rooter)	WPCF-DOM-F	1996-2000	Discharge Monitoring Reports
108416	Verger Chrysler Dodge	GEN17A	2001-2004	Discharge Monitoring Reports
109721	Myrtle Point WTP	GEN02	1998-2004	Discharge Monitoring Reports
109728	Gold Beach, City of	GEN02	2000-2004	Discharge Monitoring Reports
109895	Bandon Dunes	WPCF-DOM-Da		Plans for Demolished STP Plant
109895	Bandon Dunes	WPCF-DOM-Da	1999-2004	Discharge Monitoring Reports
109895	Bandon Dunes	WPCF-DOM-Da	1999-2000	Discharge Monitoring Reports

				(Integrated Pesticide Mgmt Reports)
110451	Powers, City of	GEN02	1999-2004	Discharge Monitoring Reports
111182	Washwood Lumber Co	GEN04	2001-2002	Discharge Monitoring Reports
111404	Clarno, Jr, George W.	GEN14A	2001-2004	Discharge Monitoring Reports
111589	F & R Ent, Inc	GEN17A	2002	Discharge Monitoring Reports
111684	United Parcel Service	GEN17A	2002-2004	Discharge Monitoring Reports