

DEQ Records Management

Destruction Authorization

To be completed before records are destroyed

Prog Box # if relevant or item #	Schedule/Series # from current retention schedule	Contents	expiration date of file	Series Title from current retention schedule	Volume of records	Retention from current schedule	Record Officer Approval	Shredding Required
1	Schedule: 2008-0009 (325)	Brown, Randy W.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
2	Schedule: 2008-0009 (325)	Childers, Allan C.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
3	Schedule: 2008-0009 (325)	Cooper, Donald L.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
4	Schedule: 2008-0009 (325)	Coursey, Robert L.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
5	Schedule: 2008-0009 (325)	Flint, Tosha M.	12/28/1995, scores expired, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
6	Schedule: 2008-0009 (325)	Foland, Walter E.	12/28/1995, scores expired, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
7	Schedule: 2008-0009 (325)	Ford, IV, William R.	3/14/1995, exam no-show, Not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
8	Schedule: 2008-0009 (325)	Galven, Frank E.	12/28/1995, scores expired, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
9	Schedule: 2008-0009 (325)	Gardiner, Donald N.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
10	Schedule: 2008-0009 (325)	Gastineau, David L.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
11	Schedule: 2008-0009 (325)	Geiger, Gene M.	6/15/1995, exam fail, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
12	Schedule: 2008-0009 (325)	Gerig, Ralph E.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
13	Schedule: 2008-0009 (325)	Gilpin, Larry D.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
14	Schedule: 2008-0009 (325)	Gulis, Larry L.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
15	Schedule: 2008-0009 (325)	Hasse, Earl S.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
16	Schedule: 2008-0009 (325)	Hagle, Donald L.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
17	Schedule: 2008-0009 (325)	Hambrick, John C.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒

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18	Schedule: 2008-0009 (325)	Hammond, Gilbert H.	6/30/1995, CIL, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
19	Schedule: 2008-0009 (325)	Harless, Jr., George W.	11/16/1995, failed exam, NOT in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
20	Schedule: 2008-0009 (325)	Harrison, David R.	12/28/1995, scores expired, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
21	Schedule: 2008-0009 (325)	Henry, William	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
22	Schedule: 2008-0009 (325)	Herman, Delbert D.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
23	Schedule: 2008-0009 (325)	Hill, Charles J.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
24	Schedule: 2008-0009 (325)	Hill, Raymond A.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
25	Schedule: 2008-0009 (325)	Hook, Jean-Claude T.	11/16/1995, exam no-show, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
26	Schedule: 2008-0009 (325)	Horace, Kevin M.	12/28/1995, scores expired, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
27	Schedule: 2008-0009 (325)	Horner, Bruce F.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
28	Schedule: 2008-0009 (325)	Hornsby, Robert E.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
29	Schedule: 2008-0009 (325)	Howard, Kevin D.	12/28/1995, scores expired, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
30	Schedule: 2008-0009 (325)	Howard, Raymond W.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
31	Schedule: 2008-0009 (325)	Howard, Rich A.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
32	Schedule: 2008-0009 (325)	Howard, Wallace H.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
33	Schedule: 2008-0009 (325)	Howe, Richard L.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
34	Schedule: 2008-0009 (325)	Howell, Walter D.	6/30/1995, exp CIL, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
35	Schedule: 2008-0009 (325)	Hunt, Don W.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒

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36	Schedule: 2008-0009 (325)	Huston, James A.	10/31/1995, PTI expired	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
37	Schedule: 2008-0009 (325)	Irving, Peter S.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
38	Schedule: 2008-0009 (325)	Jeffs, Paul E.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
39	Schedule: 2008-0009 (325)	John, Stephen A.	12/28/1995, scores expired, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
40	Schedule: 2008-0009 (325)	Jones, John W.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
41	Schedule: 2008-0009 (325)	Jordan, Edward W.	6/30/1995, CI/TT exp, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
42	Schedule: 2008-0009 (325)	Kaps, Marilyn R.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
43	Schedule: 2008-0009 (325)	Kepfinger, David M.	12/28/1995, scores expired, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
44	Schedule: 2008-0009 (325)	Kimball, Raymond E.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
45	Schedule: 2008-0009 (325)	Klimek, Edward	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
46	Schedule: 2008-0009 (325)	Kornblum, Edward G.	6/30/1995	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
47	Schedule: 2008-0009 (325)	Latourrette, Douglas A.	12/28/1995, scores expired, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
48	Schedule: 2008-0009 (325)	Lewis, Joseph E.	8/23/1995, closed app, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
49	Schedule: 2008-0009 (325)	Loper, Russell A.	7/31/1995, PTI expired	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒
50	Schedule: 2008-0009 (325)	Lynch, Ivan J.	12/28/1995, scores expired, not in L2K	325 Sewage Treatment / Collection Plant Operator Certifications	one file	Retain 5 years, destroy		☒



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Paula Carson Paula Carson
signature of staff requesting destruction printed name
Date *10/28/2018*

Wastewater Operator Certification / Source
Control / WQ
Program/Division

Tiffany Yelton-Bram Tiffany Yelton-Bram
Program Manager authorization signature printed name
Date *10/28/2019*

Records Officer authorization signature printed name Date

Records Coordinator signature printed name Destruction
Date

I certify that the above-referenced records were destroyed in accordance with
ORS 192.105.

Duplicate copies should be destroyed before the official copy but must be destroyed when the official copy is destroyed.

This signed document is the official record and will be retained permanently by the Records Officer