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**RE: records destruction list needs approval by both, operator files for 1995-2000**

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**From** YELLESETTY Leela \* DEQ <leela.yellesetty@deq.state.or.us>

**Date** Thu 9/9/2021 12:42 PM

**To** YELTON-BRAM Tiffany \* DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>; CARSON Paula \* DEQ <Paula.CARSON@deq.oregon.gov>

**Cc** MERCER Kristen \* DEQ <Kristen.MERCER@deq.oregon.gov>

Approved, thank you!

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**From:** YELTON-BRAM Tiffany \* DEQ <tiffany.yelton-bram@deq.state.or.us>

**Sent:** Thursday, September 9, 2021 12:42 PM

**To:** CARSON Paula \* DEQ <paula.carson@deq.state.or.us>; YELLESETTY Leela \* DEQ <leela.yellesetty@deq.state.or.us>

**Subject:** RE: records destruction list needs approval by both, operator files for 1995-2000

Thank you, Paula. I've reviewed your detailed list in the excel document of Wastewater Operator Certification records to destroy and approve moving forward with the destruction process for the entire list.

Tiffany Yelton Bram (Pronouns : she/her/hers)  
WQ Source Control Manager  
Northwest Regional Office  
Oregon Department of Environmental Quality  
700 NE Multnomah St., Suite #600  
Portland OR 97232

Desk 503 229 5219  
Mobile 503 975 0046

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**From:** CARSON Paula \* DEQ <[paula.carson@deq.state.or.us](mailto:paula.carson@deq.state.or.us)>

**Sent:** Wednesday, September 08, 2021 5:11 PM

**To:** YELLESETTY Leela \* DEQ <[leela.yellesetty@deq.state.or.us](mailto:leela.yellesetty@deq.state.or.us)>; YELTON-BRAM Tiffany \* DEQ <[tiffany.yelton-bram@deq.state.or.us](mailto:tiffany.yelton-bram@deq.state.or.us)>

**Subject:** records destruction list needs approval by both, operator files for 1995-2000

Can you both please approve the destruction of this group of files? Please both reply to me, (per the instructions on Destruction Process tab).

Thanks!

Paula Carson  
Wastewater System  
Operator Certification Program  
Oregon DEQ, NW Region  
700 NE Multnomah St., Suite #600  
Portland, OR 97232

phone: 503-229-5161

[paula.carson@deq.state.or.us](mailto:paula.carson@deq.state.or.us)

<https://www.oregon.gov/deq/wq/wqpermits/Pages/Wastewater-Operator-Certification.aspx>

# 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](#)

<b>Program/section name:</b>		Wastewater Operator Certification Program/WQ Source Control			<b>Date approved by records officer:</b>			
<b>Program staff requesting destruction:</b>		Paula Carson			<b>Date destroyed:</b>			
<b>Approving Manager:</b>		Tiffany Yelton-Bram						
<b>item #</b>	<b>Schedule Name/ # (select from dropdown)</b>	<b>Series # (from schedule)</b>	<b>Series Name (from schedule)</b>	<b>Retention period (from schedule)</b>	<b>Contents: one file per person's name</b>	<b>Date file expired:</b>	<b>Column1</b>	<b>Column2</b>
1	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wiemeyer, Steven R.	6/30/1995; inactive		1
2	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Butler, Dale C.	12/28/1997 scores expired; not in L2K		
3	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rutledge, Donald Tom	12/28/1997 scores expired; not in L2K		
4	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Zickefoose, Charles S.	6/30/1997; inactive		
5	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stoughton, Robert Bruce	exam NO Show for 11/19/1998, not in L2K		
6	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Berry, Richard D.	6/30/1999; inactive		
7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Borchard, Waldemar C.	6/30/1999; inactive		
8	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Broadfoot, Dwayne Worth	6/30/1999; inactive		
9	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Chandler, Jim L.	6/30/1999; inactive		

item #	Schedule Name/ # (select from dropdown)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents: one file per person's name	Date file expired:	Column1	Column2
10	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Cook, John E.	took exam 4/1/1999, no letter, score expired. Not in L2K		
11	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Cooke, John K.	10/15/1999; sent parial refund, withdrawn exam; not in L2K		
12	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	De LaCruz, Eddie	9/23/1999, exam failed		
13	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Depuy, Donald D.	6/30/1999; inactive		
14	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Dorer, Terry L.	6/30/1999; inactive		
15	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Durick, Michael Martin	12/28/1999; denied, never certified, not in L2K		
16	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Garrish, Robert N.	6/30/1999; inactive		
17	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gregory, Charles F.	6/30/1999; inactive		
18	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Heddins, Paris D.	6/30/1999; inactive		
19	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kay, Paul	scores expired 12/28/1999, not in L2K		
20	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kelley, Barry A.	6/30/1999; inactive		
21	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kenny, Andrew W.	scores expired 12/28/1999, not in L2K		

item #	Schedule Name/ # (select from dropdown)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents: one file per person's name	Date file expired:	Column1	Column2
22	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Klueh, Rona Ann	scores expired 12/28/1999, not in L2K		
23	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mason, Todd P.	6/30/1999; inactive		
24	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McClintock, James F.	failed exam in 1998, & 3-26-1999. issued CI #8509 in error, then revoked.		
25	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McKinnon Charles V.	6/30/1999; inactive		
26	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Meier, Robert D.	6/30/1999; inactive		
27	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Minges, Kurt Andrew	scores expired 12/28/1999, not in L2K		
28	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Price, Terry A.	6/30/1999; inactive		
29	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rainwater, Ronald D.	6/30/1999; inactive		
30	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ransom, Marvin L.	12/31/1999; inactive		
31	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Resendez, Frank Steven	4/6/1999; refund application, Not in L2K		
32	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rogers, Rick A.	6/30/1999; inactive		
33								
34	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Strickland, John Douglas	6/30/1999; inactive		
35	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stute, Stuart C.	6/30/1999; inactive		

item #	Schedule Name/ # (select from dropdown)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents: one file per person's name	Date file expired:	Column1	Column2
36	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Tabor, Scott C.	6/30/1999; inactive; never did submit qualifying CEUs when asked.		
37	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Tiliano, Daniel Roy	scores expired 12/28/1999, not in L2K		
38	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Warren, John W.	6/30/1999; inactive		
39	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wiggins, Buddy A.	exam No Show for 9/23/1999; not in L2K		
40	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Zimmer, Gerald W.	6/30/1999; inactive		
41	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Zylstra, Danny W.	6/30/1999; inactive		
42	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Baros, Victor L.	9/28/2000; exam fail, not in L2K		
43	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bishop, Donald H. Jr	scores expired 12/31/2000, not in L2K		
44	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Borgaard, Dax A.	exam fail 9/28/2000; not in L2K		
45	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bowman, Maurice Stanley	6/30/2000; inactive		
46	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bradley, Gary A.	3/24/2000; exam fail, not in L2K		
47	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Brock, Carlyle P.	6/30/2000; inactive		
48	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Buystedt, Jeff Lee	6/30/2000; inactive		
49	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Cornell, Thomas D.	6/30/2000; inactive		

item #	Schedule Name/ # (select from dropdown)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents: one file per person's name	Date file expired:	Column1	Column2
50	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Dillman, Julia	scores expired 12/31/2000, not in L2K		
51	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Fitzmaurice, Robert M.	6/30/2000; inactive		
52	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Frazee, Gary D.	exam No Show for 3/24/2000; not in L2K		
53								
54	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Fry, Terence Timothy	scores expired 12/31/2000, not in L2K		
55	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Galvin, Bobbi J.	failed exam 4/6/2000; Prov TI exp. 8/31/2000		
56	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Godfrey, Beverly A.	Prov CI & TI exp. 8/31/2000		
57	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hayzlett, Jeffrey Luallen	6/30/2000; inactive		
58	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kentner, Lloyd A.	6/30/2000; inactive		
59	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	LeClaire, Robert Louis	scores expired 6/29/2000; not in L2K		
60	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	May, Chad J.	6/30/2000; inactive		
61	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mayfield, Cary Craig	6/30/2000; expired		
62	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Meade, Timothy S.	exam No Show for 9/28/2000; not in L2K		
63	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Miles, Kenneth G.	6/30/2000; inactive		
64	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Morris, Tracie M.	6/30/2000; inactive		
65	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Onusseit, Glenn Alan	scores expired 6/29/2000; not in L2K		

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66	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Parks, Lonnie C.	12/31/2000; scores expired, not in L2K		
67	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Roth, Joseph Daniel Jr	6/30/2000; expired		
68	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Schmitz, Thomas F.	6/30/2000; expired		
69	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Sorensen, Ib E.	6/30/2000; expired, inactive		
70	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stangland, Douglas Carl	exam NO Show for 3/24/2000,		
71	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stauffer, Theresa A.	6-30-2000; inactive		
72	DEQ: 2008-0010	326	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Strader, Mark Alan	12/31/2000		
73	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Walker, Donald R.	12/28/2000; inactive		