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**RE: OPCERT files to be approved for destruction, exp. 2003, E-R**

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

**Date** Wed 9/22/2021 2:17 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>

 1 attachment (305 KB)

WQ,SWOC,OperatorFiles,expired2003,E-R.xlsx;

Approved

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

**Sent:** Wednesday, September 22, 2021 11:08 AM

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

**Subject:** Re: OPCERT files to be approved for destruction, exp. 2003, E-R

Approved.

Thank you

Tiffany

Sent from my Verizon, Samsung Galaxy smartphone

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

**Sent:** Tuesday, September 21, 2021 10:15:01 PM

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

**Subject:** OPCERT files to be approved for destruction, exp. 2003, E-R

here is the second of three 2003 boxes needing destruction,  
please approve by email.

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

**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</b>	
	<b>Program staff requesting destruction:</b>	Paula Carson			<b>Date destroyed:</b>	
	<b>Approving Manager:</b>	Tiffany Yelton-Bram				
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:
1	DEQ: 2008-0057	373	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ebner, Paul J.	06/30/2003; inactive
2	DEQ: 2008-0058	374	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Eddy, Kevin C.	06/30/2003; inactive
3	DEQ: 2008-0059	375	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Edin, Thomas R.	12/31/2003; inactive
4	DEQ: 2008-0060	376	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ekblad, Michelle R.	12/31/2003; inactive
5	DEQ: 2008-0061	377	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Elmore, Michael D.	06/30/2003; inactive
6	DEQ: 2008-0062	378	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Erickson, Larry K.	06/30/2003; inactive
7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Farris, Larry E.	6/30/2003, 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:
8	DEQ: 2008-0010	326	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Faulkner, Lawrence D.	6/30/2003, inactive
9	DEQ: 2008-0011	327	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Finsand, Robert J.	12/31/2003; inactive
10	DEQ: 2008-0012	328	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Fisher, Donna A.	6/30/2003, inactive
11	DEQ: 2008-0013	329	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Fletcher, Alan W.	6/30/2003, inactive
12	DEQ: 2008-0014	330	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Flores, Keth E.	6/30/2003, inactive
13	DEQ: 2008-0015	331	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Folston, Billy R.	6/30/2003, inactive
14	DEQ: 2008-0016	332	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Foster, Gregory W.	6/30/2003, inactive
15	DEQ: 2008-0017	333	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Friesz, Art G.	6/30/2003, inactive
16	DEQ: 2008-0018	334	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Fuka, Howard J.	Prov TI exp. 10/31/2003
17	DEQ: 2008-0019	335	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Garvin, Wesley M.	12/31/2003; inactive
18	DEQ: 2008-0020	336	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gaslin, Daniel R.	6/30/2003, inactive
19	DEQ: 2008-0021	337	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gassaway, Robert R.	6/30/2003, inactive
20	DEQ: 2008-0022	338	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Goldin, Harley	6/30/2003, inactive
21	DEQ: 2008-0023	339	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Goodloe, Timothy M.	6/30/2003, 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:
22	DEQ: 2008-0024	340	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Graf, David J.	6/30/2003, inactive
23	DEQ: 2008-0025	341	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Greene, Alan B.	6/30/2003, inactive
24	DEQ: 2008-0026	342	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Halterman, Randolph P.	6/30/2003, inactive
25	DEQ: 2008-0027	343	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hambright, Brian D.	6/30/2003, inactive
26	DEQ: 2008-0028	344	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hammond, Robert R.	12/31/2003; inactive
27	DEQ: 2008-0029	345	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Harris, Colleen J.	Prov TI exp. 4/30/2003
28	DEQ: 2008-0030	346	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hilliker, Kurtis A.	6/30/2003, inactive
29	DEQ: 2008-0031	347	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ivens, Geoffrey M.	incomplete closed app, 12/8/2003; not in L2K
30	DEQ: 2008-0032	348	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Jessen, Trudy L.	exam failed 6/5/2003; not in L2K
31	DEQ: 2008-0033	349	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kendrick, Alexander R.	6/30/2003, inactive
32	DEQ: 2008-0034	350	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kennedy, William M.	exam no show, 3/28/2003, not in L2K
33	DEQ: 2008-0035	351	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kidd, Sam D.	6/30/2003, inactive
34					Krueger, Marvin O.	6/30/2003, 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:
35	DEQ: 2008-0036	352	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kruse, Edward A.	6/30/2003, inactive
36	DEQ: 2008-0037	353	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Leslie-Richmond, Dianne	6/30/2003, inactive
37	DEQ: 2008-0038	354	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Maitland, Ronald D.	6/30/2003, inactive
38	DEQ: 2008-0039	355	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Matlock, Russell D.	6/30/2003, inactive
39	DEQ: 2008-0040	356	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mayberry, Radford P.	exam no show, 9/25/2003, not in L2K
40	DEQ: 2008-0041	357	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McKinney, Joseph C.	6/30/2003, inactive
41	DEQ: 2008-0042	358	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mickley, William J.	6/30/2003, inactive
42	DEQ: 2008-0043	359	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Miller, James M.	6/30/2003, inactive
43	DEQ: 2008-0033	349	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Miller, Laiman B.	scores exp 9/27/2003, not in L2K
44	DEQ: 2008-0044	360	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mongelli, John J.	6/30/2003, inactive
45	DEQ: 2008-0045	361	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Morris, James B.	Prov TI exp. 4/30/2003
46	DEQ: 2008-0046	362	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Morris, James R.	6/30/2003, inactive
47	DEQ: 2008-0047	363	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Munro, Bradley A.	12/31/2003; 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:
48	DEQ: 2008-0048	364	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Niehaus, Jan R.	6/30/2003, inactive
49	DEQ: 2008-0049	365	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Niles, Kenneth E.	6/30/2003, inactive
50	DEQ: 2008-0050	366	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Nolin, Troy F.	6/30/2003, inactive
51	DEQ: 2008-0051	367	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Noth, Judy B.	6/30/2003, inactive; (previously Biggerstaff)
52	DEQ: 2008-0052	368	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Nutt, David H.	6/30/2003, inactive
53	DEQ: 2008-0053	369	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Olsen, Richard T.	12/31/2003; inactive
54	DEQ: 2008-0054	370	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Osburn, Douglas C.	12/31/2003; inactive
55	DEQ: 2008-0055	371	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Oster, Wesley A.	6/30/2003, inactive
56	DEQ: 2008-0056	372	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Pecor, Randall H.	6/30/2003, inactive
57	DEQ: 2008-0057	373	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Phommany, Tim T.	6/30/2003, inactive
58	DEQ: 2008-0058	374	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Reich, Bruce A.	6/30/2003, inactive
59	DEQ: 2008-0059	375	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rosenstock,Kennth L.	6/30/2003, inactive
60	DEQ: 2008-0060	376	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rubiera, Arthur E.	Prov CI/TI exp 3/31/2003

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: