
RE: destruction approval for SWOC operator files, expired 2004, K-Z

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

Date Wed 4/13/2022 4:16 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, thanks!

From: YELTON-BRAM Tiffany * DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>

Sent: Wednesday, April 13, 2022 2:54 PM

To: CARSON Paula * DEQ <Paula.CARSON@deq.oregon.gov>; YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>

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

Subject: RE: destruction approval for SWOC operator files, expired 2004, K-Z

Hello

I've reviewed inventory list and reasons for meeting retention and I approve of the destruction of these records.
Thank you, Paula.

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

From: CARSON Paula * DEQ <Paula.CARSON@deq.oregon.gov>

Sent: Wednesday, April 13, 2022 2:47 PM

To: YELTON-BRAM Tiffany * DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>; YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>

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

Subject: destruction approval for SWOC operator files, expired 2004, K-Z

here is a box of old Operator Certification files needing destruction, expired 2004, K-Z
please approve by email.

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

phone: 503-229-5161

work cell: 971-227-0668

paula.carson@deq.oregon.gov

<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](#)

| | Program/section name: | Wastewater Operator Certification Program/WQ Source Control | | | Date approved by records officer: | |
|--------|--|---|---|-------------------------------------|--|---|
| | Program staff requesting destruction: | Paula Carson | | | Date destroyed: | |
| | Approving Manager: | 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: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Kennedy, Robert H. | exam no show, 9/23/2004; not in L2K |
| 2 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Kirk, Michael D. | Scores exp. 9/26/2004, Not in L2K |
| 3 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Kliewer, Phillip W. | Provisional TI,exp 8/31/2003, Scores exp. 9/26/2004 |
| 4 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Knapp, Allen J. | 12/31/2004, 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: |
|--------|--|-----------------------------|---|-------------------------------------|--------------------------------------|---|
| 5 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | LaBounty, Larry R. | scores exp. 3/29/2004, not in L2K |
| 6 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Laizure, Todd L. | last failed exam, 9/23/2004, not in L2K |
| 7 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Laney, Brett D. | scores exp. 3/29/2004, not in L2K |
| 8 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | LeGore, Donald V. | 12/31/2004, inactive |
| 9 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Lynch, James D. | No Show last exam 9/23/2004; Prov CI exp 10/11/2001 |
| 10 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Macauley, Laryn W. | 6/30/2004, inactive |
| 11 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Malchow, Lesia L. | failed exam, 3/26/2004, not in L2K |
| 12 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Marker, Ben | 12/31/2004, inactive |
| 13 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Marshall, Richard A. | 12/31/2004, inactive |
| 14 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | McClenathan, Mike R. | Provisional CI,exp 4/30/2004 |
| 15 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | McCord, Lillie J. | scores exp 03/29/2004, not in L2K |

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|--------|--|-----------------------------|---|-------------------------------------|--------------------------------------|---|
| 16 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | McMahan, Patricia L. | scores exp 9/26/2004, Prov TI exp 10/31/2003 |
| 17 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Middleton, Dana L. | 12/31/2004, inactive |
| 18 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Mills, Sally U. | 6/30/2004, inactive |
| 19 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Montgomery, Bill T. | scores exp 3/29/2004, not in L2K |
| 20 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Moore, Gareth D. | 12/31/2004, inactive |
| 21 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Morrow, Ronald L. | 12/31/2004, inactive |
| 22 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Nance, Pamela T. | 6/30/2004, inactive |
| 23 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Nelson, Stephen H. | 12/31/2004, inactive; term, issued in error - DNQ, HSU grad |
| 24 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Olson, Robert P. | 12/31/2004, inactive |
| 25 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Otsyula, John G. | 12/31/2004, inactive |
| 26 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Pearson, Matt L. | 9/26/2004, not in L2K |
| 27 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Peck, Michael W. | 6/30/2004, inactive |

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|--------|--|-----------------------------|---|-------------------------------------|--------------------------------------|--|
| 28 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Perkins, Michael J. | 12/31/2004, inactive |
| 29 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Peterson, Ross W. | 12/31/2004, inactive |
| 30 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Phillips, Edward E. | 12/31/2004, inactive |
| 31 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Potvin, James V. | 12/31/2004, inactive |
| 32 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Sandoval, Emilio A. | failed exam, 9/23/2004, not in L2K |
| 33 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Savage, Nathan K. | failed exam, 9/23/2004, not in L2K |
| 34 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Schiedler, Gary E. | 6/30/2004, inactive |
| 35 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Senters, Gerald W. | 6/30/2004, inactive |
| 36 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Smith, Randall B. | Prov TI exp 4/30/2003, scores exp 4/23/2004 |
| 37 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Sodders, Edward C. | Prov TI exp 4/30/2003, failed exam 3/26/2004 |
| 38 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Soderberg, James M. | 6/30/2004, inactive |
| 39 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Spears, Richard M. | 6/30/2004, inactive |

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|--------|--|-----------------------------|---|-------------------------------------|--------------------------------------|-------------------------------------|
| 40 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Speer, Lloyd J. | failed exam, 9/23/2004, not in L2K |
| 41 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Stafford, Marvin L. | 6/30/2004, inactive |
| 42 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Starostka, Christopher | 6/30/2004, inactive |
| 43 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Stauning, Lloyd L. | 12/31/2004, inactive |
| 44 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Strawn, William R. | 12/31/2004, inactive |
| 45 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Studer, Betty M. | 12/31/2004, inactive |
| 46 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Thomas, John A. | exam no show, 3/26/2004; not in L2K |
| 47 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Thomas, Ronald G. | 12/31/2004, inactive |
| 48 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Thompson, Stanley E. | exam no show, 4/8/2004; not in L2K |
| 49 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Vanervort, Frank L. | 12/31/2004, inactive |
| 50 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Walchi, Benjamin J. | 12/31/2004, inactive |
| 51 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Wasson, Aaron J. | 12/31/2004, 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: |
|--------|--|-----------------------------|---|-------------------------------------|--------------------------------------|----------------------------------|
| 52 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Willhoft, Kay M. | 12/31/2004, inactive |
| 53 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Wright, John G. | 12/31/2004, inactive |
| 54 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Wright, Larry J. | scores exp 3/29/2004, not in L2K |
| 55 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Wyles, Phillip O. | 12/31/2004, inactive |
| 56 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Young, Donald R. | 6/30/2004, inactive |
| 57 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Zimmer, Ben C. | scores exp 3/29/2004, not in L2K |
| 58 | DEQ: 2008-0009 | 325 | Sewage Treatment / Collection Plant Operator Certifications | Retain 5 years, destroy & shred | Zinda, Leonard W. | 12/31/2004, inactive |
| | | | | | | |

**OREGON STATE ARCHIVES
Records Retention Schedule**

Edition: July 2019

- Retain 10 years, destroy
- 324 Plant Slides**
Retain 15 years with inspection records, destroy
- 325 Sewage Treatment / Collection Plant Operator Certifications**
Retain 5 years after certification expires, destroy
- 326 Sewage Treatment Plant Operation and Maintenance Manuals**
Retain until superseded or obsolete, destroy
- 327 Source Permits (NPDES and WPCF General and Individual Permits)**
Retain current and previous, destroy
- 328 State and Federal Forest Environmental Impact Statements and Assessment Records**
Retain 15 years, destroy
- 329 Tax Credits**
Retain 7 years after facility closes, destroy
- 330 Treatment / Collection Examinations and Development Records**
Retain 7 years, destroy
- 331 Voluntary Program Records**
Retain 7 years, destroy
- 332 Waste and Wastewater Discharge/Disposal Permit Records**
 - (a) Retain treatment plant facility physical plans until facility closes
 - (b) Retain Discharge Monitoring Reports, Inspection Files, and Enforcement Files 15 years, destroy
 - (c) Retain all other records until superseded or obsolete, destroy
- 333 Wastewater Facility Plan Reports (Sewage Treatment Plant Plans)**
Retain for life of facility, destroy
- 334 Water Quality Policy Records**
Retain 15 years, destroy
- 335 Water Quality Program Development and Implementation Records**
Retain 30 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Grant Records

Databases

None