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**RE: Please use this cleaned up file: need destruction approval for SWOC files, expired 2006, O-Z**

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

**Date** Tue 8/16/2022 9:51 AM

**To** ROWLAND Angela \* DEQ <Angela.ROWLAND@deq.oregon.gov>; CARSON Paula \* DEQ <Paula.CARSON@deq.oregon.gov>

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

Approved, thanks!

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**From:** ROWLAND Angela \* DEQ <Angela.ROWLAND@deq.oregon.gov>

**Sent:** Tuesday, August 16, 2022 7:12 AM

**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: Please use this cleaned up file: need destruction approval for SWOC files, expired 2006, O-Z

Paula,

I approve.



Angela Rowland  
Acting Water Quality Source Control Manager  
Northwest Regional Office  
Oregon Department of Environmental Quality  
700 NE Multnomah St. Ste. 600  
Portland, OR 97232  
[Angela.Rowland@deq.oregon.gov](mailto:Angela.Rowland@deq.oregon.gov)  
Mobile: 503-887-4759  
Pronouns: she/her/hers

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**From:** CARSON Paula \* DEQ <[Paula.CARSON@deq.oregon.gov](mailto:Paula.CARSON@deq.oregon.gov)>

**Sent:** Monday, August 15, 2022 9:43 PM

**To:** ROWLAND Angela \* DEQ <[Angela.ROWLAND@deq.oregon.gov](mailto:Angela.ROWLAND@deq.oregon.gov)>; YELLESETTY Leela \* DEQ <[Leela.YELLESETTY@deq.oregon.gov](mailto:Leela.YELLESETTY@deq.oregon.gov)>

**Cc:** MERCER Kristen \* DEQ <[Kristen.MERCER@deq.oregon.gov](mailto:Kristen.MERCER@deq.oregon.gov)>

**Subject:** Please use this cleaned up file: need destruction approval for SWOC files, expired 2006, O-Z

Please delete the prior email. This is the cleaned up final spreadsheet.

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**From:** CARSON Paula \* DEQ  
**Sent:** Monday, August 15, 2022 9:11 PM  
**To:** ROWLAND Angela \* DEQ <[Angela.ROWLAND@deq.oregon.gov](mailto:Angela.ROWLAND@deq.oregon.gov)>  
**Cc:** YELLESETTY Leela \* DEQ <[Leela.YELLESETTY@deq.oregon.gov](mailto:Leela.YELLESETTY@deq.oregon.gov)>  
**Subject:** need destruction approval for SWOC files, expired 2006, O-Z

Please review and approve of destruction of OpCert files, that expired 2006, O–Z.

Destruction spreadsheet attached.  
Please cc to all in your approval email reply to me.

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  
work cell: 971-227-0668  
[paula.carson@deq.oregon.gov](mailto:paula.carson@deq.oregon.gov)

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

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# DEQ Records Destruction Authorization Form

**Before** destroying records, email this form to your manager & RecordsRequest@deq.state.or.us 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:**

Angela Rowland for Tiffany Yelton-Bram

#	Schedule Name/ # (select from dropdown in space below)	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	O'Leary, John W.	6/30/2006, inactive
2	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Oswald, Thomas W.	12/31/2006, inactive
3	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Parks, Ciro W.	6/30/2006, inactive
4	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Petty, James W.	6/30/2006, inactive
5	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Platt, Terry J.	6/30/2006, inactive
6	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Reid, Benjamin F.	6/30/2006, inactive
7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Renshaw, David	12/31/2006, inactive
8	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ribera, Julian L.	12/31/2006, inactive

9	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Roberts, Dennis W.	exam no show for 3-31-2006
10	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Sapp, Robert F.	6/30/2006, inactive
11	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Scowden, Mark P.	6/30/2006, inactive
12	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Sellon, Darrell J.	Not in L2K, scores exp. 3- 28-2006
13	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Snellstrom, Rex A.	12/31/2006, inactive
14	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Steimle, Diann L.	12/31/2006, inactive
15	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Steinert, Philip D.	Not in L2K, scores exp. 3- 28-2006
16	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Symons, Brenda L.	6/30/2006, inactive
17	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Theodore, Michael L.	6/30/2006, inactive
18	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Underwood, Roy A.	6/30/2006, inactive
19	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Urbina, Flavio G.	Not in L2K, scores exp. 3- 28-2006
20	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Walz, Steven F.	12/31/2006, inactive
21	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Webb, John L.	12/31/2006, inactive
22	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Weltch, Cindie L.	exam fail 9-25- 2005 & exam No Show for 3-31- 2006

23	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Weld, William J.	6/30/2006, inactive
24	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wells, Stephen E.	12/31/2006, inactive
25	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	West, Bob K.	exam fail 3-31- 2006 & didn't take other exam, same date
26	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	West, Cliff W.	6/30/2006, inactive
27	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wheeler, Gary E.	12/31/2006, inactive
28	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	White, George	6/30/2006, inactive
29	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Williams, Derrick C.	failed exam 3/31/2006
30	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wilson, Jason E.	12/31/2006, inactive
31	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wood, Brian J.	3/28/2006. Was issued CI/TI in error, then
32	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wyhs, Niles A.	6/30/2006, inactive
33	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Young, Robert C.	6/30/2006, inactive