
RE: need destruction approval for SWOC files, expired 2008, A-N

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

Date Tue 3/14/2023 11:41 AM

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: Tuesday, March 14, 2023 9:44 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: need destruction approval for SWOC files, expired 2008, A-N

I approve of the destruction of these records. Thanks

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: Monday, March 13, 2023 9:42 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: need destruction approval for SWOC files, expired 2008, A-N

Please review and approve of destruction of OpCert files, that expired 2008, A-N.

Destruction spreadsheet attached.

Please cc to all in your approval email reply to me.

(Kristen – this is an FYI for you).

Thank you,

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

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	Alves, Loren G.	failed TIV exam 3/28/2008; TII expired 12/31/2005, inactive
2	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Archuleta, Dan A.	12/31/2008; inactive
3	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bailey, Damon M.	OIT scores exp. 05/13/2008, Not in L2K
4	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Baird, Rex A.	6/30/2008; 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	Banta, Jard S.	Incomplete App, no HS doc, closed; OIT scores exp. 3/25/2008, Not in L2K
6	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Barter, Robert L.	12/31/2008; inactive
7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bernet, Ken E.	6/30/2008; inactive
8	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bridge, Cecil E.	6/30/2008; inactive
9	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Burrowes, Robin W.	6/30/2008; inactive
10	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Button, John E.	failed TI exam 9/25/2008
11	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Chamberlin, Gary L.	6/30/2008; inactive
12	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Cilley, Annette M.	OIT scores exp. 3/25/2008, Not in L2K
13	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Couch, Tim L.	12/31/2008; inactive
14	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Crawford, Douglas D	OIT scores exp. 3/25/2008, Not in L2K
15	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Davis, Matthew S.	6/30/2008; inactive
16	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Davis, Patrick A.	12/31/2008; inactive

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17	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Dehne, Timothy L.	6/30/2008; inactive
18	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	de Soto, Lillian L.	12/31/2008; inactive
19	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	de Soto, Reginald R.	12/31/2008; inactive
20	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Dickman, Jr., Alfred E.	6/30/2008; inactive
21	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Evers, Cheryl L	Prov. CI exp. 11/21/2008
22	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ewan, Natalie J.	6/30/2008; inactive
23	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Finney, F. Michael	6/30/2008; inactive
24	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Fleming, Dennis G,	6/30/2008; inactive
25	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Flye, Shawn C.	OIT scores exp. 3/25/2008, Not in L2K
26	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Fowler, Mark A.	6/30/2008; inactive
27	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Franklin, Glenn M.	failed TI exam 3/28/2008
28	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gonzales, Bernard C.	12/31/2008; inactive
29	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gritman, Lon E.	12/31/2008; inactive
30	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Guenther, Albert C.	6/30/2008; inactive

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31	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hadden, George R .	12/31/2008; inactive
32	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hartmann, Wayne L.	12/31/2008; inactive
33	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hayes, Jason C.	6/30/2008, inactive CII; 3/26/2010 Failed CIV exam
34	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hopla, Ron K.	OIT scores exp. 3/25/2008, Not in L2K
35	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Humlie, Marci E.	OIT scores exp. 9/22/2008, Not in L2K
36	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Huston, George E.	12/31/2008; inactive
37	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kirchner, Ryan T.	6/30/2008; inactive
38	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Labrie, Jason W.	OIT scores exp. 3/25/2008, Not in L2K
39	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lane, Michael S.	6/30/2008; inactive
40	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lee, Larry E.	OIT scores exp. 9/22/2008, Not in L2K
41	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Leipold, Raymond R.	6/30/2008; inactive
42	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Macklin, Dillon R.	OIT scores exp. 9/22/2008, Not in L2K

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43	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Martin, Shaun P.	12/31/2008; inactive
	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McCaffrey, Lawrence F.	12/31/2008; inactive
44	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McKern, Robert S.	OIT scores exp. 3/25/2008, Not in L2K
45	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Meldgaard, David L.	12/31/2008; inactive
46	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Moger, Richard E.	12/31/2008; inactive
47	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Morey, Brian T.	6/30/2008; inactive
48	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Morris, William T.	12/31/2008; inactive
49	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Morrison, Michael L.	12/31/2008; inactive
50	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mullins, Richard L.	12/31/2008; inactive
51	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Munk, Eldon D.	6/30/2008; inactive
52	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Murr, Jonathan M.	6/30/2008; inactive
53	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Newton, Andrew J.	12/31/2008; inactive
54	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Nicholas, Laurie J.	12/31/2008; inactive
55	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Nordman, David L.	6/30/2008; inactive

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56	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Norman, David J.	12/31/2008; inactive