
RE: need destruction approval for SWOC files, expired 2008, O-Z

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

Date Wed 3/22/2023 3:22 PM

To CARSON Paula * DEQ <Paula.CARSON@deq.oregon.gov>

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

Approved, thanks!

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

Sent: Wednesday, March 22, 2023 3:14 PM

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

Subject: FW: need destruction approval for SWOC files, expired 2008, O-Z

Hi Leela-

I accidentally omitted you on the original email string.

Please review and approve of destruction of OpCert files, that expired 2008, O-Z.

Destruction spreadsheet attached.

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

Thanks,

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

Sent: Tuesday, March 21, 2023 4:41 PM

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

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

Subject: RE: need destruction approval for SWOC files, expired 2008, O-Z

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: Friday, March 17, 2023 6:13 PM
To: YELTON-BRAM Tiffany * DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>; YELTON-BRAM Tiffany * DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>
Cc: MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>
Subject: FW: need destruction approval for SWOC files, expired 2008, O-Z

Please review and approve of destruction of OpCert files, that expired 2008, 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

<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	O'Connor, Ian F.	6/30/2008; inactive
2	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ownby, Doug Lee	12/31/2008; inactive
3	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Preston, Jack F.	12/31/2008; inactive
4	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Pretti, Lonnie R.	12/31/2008; inactive
5	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Putman, Glenn C.	6/30/2008; inactive
6	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ralls, Clarke 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:
7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rau, Daniel J.	6/30/2008; inactive
8	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ravio, David C.	12/31/2008; inactive
9	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Riemer, Kurt E.	12/31/2008; inactive
10	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ristow, Ken A.	12/31/2008; inactive
11	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Roden, James H.	12/31/2008; inactive
12	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rogers, Toni L.	9/25/2008, failed exam
13	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Sage, Jeffrey Neal	12/31/2008; inactive
14	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Sattler, Tom V.	12/31/2008; inactive
15	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Schlegel, Dennis L.	6/30/2008; inactive
16	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Shafer, Isaac C.	3/28/2008, failed exam
17	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Shampine, Steven L.	6/30/2008; inactive
18	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Shierman, Randal C.	12/31/2008; inactive
19	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Soto, Reginald R. (other last name: de Soto in L2K, paper files mostly had Soto)	12/31/2008; 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:
20	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Smith, John K.C.	12/31/2008; inactive
21	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Squires, Robert Kent	12/31/2008; inactive
22	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stafford, Lee W.	12/31/2008; inactive
23	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stayer, Mariea K.	6/30/2008; inactive
24	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stewart, Edward J.	6/30/2008; inactive
25	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stetz, Timothy M.	12/31/2008; inactive
26	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Szewc, Stephanie A.	3/28/2008, failed exam
27	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Theriot, Joseph W.	12/31/2008; inactive
28	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Titus, Robert H.	6/30/2008; inactive
29	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	True, Virgil D.	6/30/2008; inactive
30	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Underwood, Richard L.	9/25/2008, failed exam
31	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Villarreal, Victor M.	12/31/2008; inactive
32	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Warde, Allan R.	12/31/2008; inactive
33	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wheeler, John E.	12/31/2008; 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:
34	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wienk, Donald R.	12/31/2008; inactive
35	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wilson, Mark D. (10548 & 10310)	12/31/2008; inactive
36	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Winlund, Gary J.	6/30/2008; inactive
37	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wolford, Jeremy J.	scores expired, 9/22/2008
38	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wright, Helen L.	6/30/2008; inactive
39	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Yeoman, Philip G.	12/31/2008; inactive