
RE: need destruction approval for SWOC files, expired 2009, I-O

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

Date Tue 4/4/2023 12:14 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!

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

Sent: Tuesday, April 4, 2023 11:46 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 2009, I-O

Reviewed and Approved!

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, April 3, 2023 8:03 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 2009, I-O

Please review and approve of destruction of OpCert files, that expired 2009, I-O.

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				
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	Ingram, Patricia I.	6/30/2009; inactive
2 DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ingram, II, William J.	6/30/2009; inactive
3 DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Jendro, David A.	6/30/2009; inactive
4 DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Jessee, Donald L.	12/31/2009; inactive
5 DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kight, Craig N.	6/30/2009; inactive

	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:
6	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Knebel, Dennis M.	6/30/2009; inactive
7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Laird, William H.	6/30/2009; inactive
8	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Larm, Terry L.	6/30/2009; inactive
9	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lay, Lary G.	6/30/2009; inactive
10	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Letsom, Daniel R.	12/31/2009; inactive
11	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lewis, Robert C.	6/30/2009; inactive
12	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lippard, Gary L.	6/30/2009; inactive
13	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Logan, John L.	6/30/2009; inactive
14	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mata, Juan M.	3/27/2009; failed last exam
15	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McCall, Ronald T.	6/30/2009; inactive
16	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McClung, Sr., Glenn "Rick"	6/30/2009; inactive
17	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McCoy, James Douglas	6/30/2009; inactive
18	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McJunkin, Charles E.	6/30/2009; inactive
19	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mitchell, John W.	6/30/2009; inactive

	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	Nash, Robert D.	6/30/2009; inactive
21	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Novak, Timothy J.	12/31/2009; inactive
22	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Oldham, Daniel W.	12/31/2009; inactive
23	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Owens, Michael A.	12/31/2009; inactive