
RE: need destruction approval for SWOC files, expired 2009, P-Z

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

Date Thu 4/6/2023 10:34 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: Thursday, April 6, 2023 10:33 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, P-Z

Reviewed and approved for destruction. 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 5, 2023 10:01 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, P-Z

Please review and approve of destruction of OpCert files, that expired 2009, P-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	Page, Daniel N.	12/31/2009; inactive
2	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Pages, Eric L.	10/16/2009; incomplete app, closed
3	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Paull, Michael W.	6/30/2009; inactive
4	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Payne, Bruce H.	12/31/2009; inactive
5	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Penhollow, Eric S.	6/30/2009; 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:
6	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Pierson, Jr., Harry M.	6/30/2009; inactive
7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Phelps, Ben R.	12/31/2009; inactive
8	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Plumb, Ted B.	12/31/2009; inactive
9	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ramirez, Manuel G.	12/31/2009; inactive
10	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rimmer, Michael R.	6/30/2009; inactive
11	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ross, Eugene C.	3/27/2009, failed exam
12	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rowlands, David R.	12/31/2009; inactive
13	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Sallee, Donald C.	6/30/2009; inactive
14	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Scarborough, Shane A.	6/30/2009; inactive
15	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Schieber, Natalie N.	9/24/2009, failed exam
16	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Smith, Jerry P.	6/30/2009; inactive
17	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Steward, Scott D.	6/30/2009; inactive
18	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stockton, Stuart V.	6/30/2009; inactive
19	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Taylor, James A.	12/31/2009; 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	Thompson, Gilford L	12/31/2009; inactive
21	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Tipton, Mitchell J.	6/30/2009; inactive
22	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Tobin, Robert F.	6/30/2009; inactive
23	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Vencill, Beau H.	6/30/2009; inactive
24	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Vencill, Michael I.	6/30/2009; inactive
25	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Welburn, Daniel W.	12/31/2009; inactive
26	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wright, Michael S.	6/30/2009; inactive
27	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Yoder, Stephen R.	6/30/2009; inactive
28	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Yurkovich, David F.	12/31/2009; inactive
29	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Youngberg, Steven A.	12/31/2009; inactive
30	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Zielinski, Gregory W.	12/31/2009; inactive