

WOLF Emmy * DEQ

From: YELLESETTY Leela * DEQ
Sent: Tuesday, September 10, 2024 9:05 AM
To: CARSON Paula * DEQ; YELTON-BRAM Tiffany * DEQ
Cc: RecordsRequest * DEQ
Subject: FW: need destruction approval for SWOC files, expired [2011, G-M]
Attachments: WQ,SWOC,OperatorFiles,expired,2011,G-M.xlsx

This is also approved pending Tiffany, thanks!

From: CARSON Paula * DEQ <Paula.CARSON@deq.oregon.gov>
Sent: Monday, September 9, 2024 10:18 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 [2011, G-M]

Please review and approve o destruction o OpCert files, that expired 2011, last names: G-M.

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

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

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

WOLF Emmy * DEQ

From: YELTON-BRAM Tiffany * DEQ
Sent: Tuesday, September 10, 2024 9:13 AM
To: CARSON Paula * DEQ; YELLESETTY Leela * DEQ
Cc: MERCER Kristen * DEQ; RecordsRequest * DEQ
Subject: RE: need destruction approval for SWOC files, expired [2011, G-M]

I have reviewed and approve of this records destruction request.

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, September 9, 2024 10:18 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 [2011, G-M]

Please review and approve of destruction of OpCert files, that expired 2011, last names: G-M.

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

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
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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	Garland, Jon K.	6/30/2011; Inactive
2	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gault, Jeffrey E.	6/30/2011; Inactive
3	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gray, Randall H.	12/31/2011; Inactive
4	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Grieman, Joseph P.	6/30/2011; Inactive
5	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gutierrez, Guadalupe	12/31/2011; 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	Hansen, Kenneth L.	6/30/2011; Inactive
7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Harvey, Bernard M.	12/31/2011; inactive
8	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Heider, Kent W.	6/30/2011; Inactive
9	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hersha, Toby E.	Prov TI exp. 6/16/2011 (has a TI in L2K, but was an error, only had 4 mos.)
10	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Higgs, Joshua C.	6/30/2011; Inactive
11	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hinzman, Cory D.	failed both exams, 3/25/2011
12	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hoadley, Jerry M.	6/30/2011; Inactive
13	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hoffer, Herbert E.	6/30/2011; Inactive
14	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hofman, Earl J.	6/30/2011; Inactive
15	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hogue, Glen R.	6/30/2011; Inactive
16	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hubbard, Randy D.	Prov TI exp. 5-28-2011; file missing, only exam fail letters,
17	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Huberd, Donald G.	failed TI 3/31/2011

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:
18	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hungerford, Robert H.	6/30/2011; Inactive
19	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kelley, Michael D.	6/30/2011; Inactive
20	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kelly, Daniel N.	6/30/2011; Inactive
21	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kemp, Steven W.	12/31/2011; Inactive
22	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Knudsen, Leah A.	12/31/2011; Inactive
23	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kohfield, Gary M.	12/31/2011; Inactive
24	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kowash, David A.	12/31/2011; Inactive
25	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kroeker, Gene A.	6/30/2011; Inactive
26	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ladich, Michael J.	12/31/2011; Inactive
27	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lambert, Amber K.	OIT CI score expired 3/31/2011; OIT TI score expired 9/30/2011
28	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lanni, Philip L.	6/30/2011; Inactive
29	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lieb, Terry T.	6/30/2011; Inactive
30	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lofquist, Mel W.	OIT TI score expired 3/31/2011

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31	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lounsbury, Lynn	12/31/2011; Inactive
32	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lyon, W. Joe	12/31/2011; Inactive
33	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Marquardt, Brett M.	12/31/2011; Inactive
34	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Marrs, Reese C.	12/31/2011; Inactive
35	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Martinez, Isaac Q.	12/31/2011; Inactive
36	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Masotto, Christopher J.	12/31/2011; Inactive
37	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McCall, Ricky B.	6/30/2011; Inactive
38	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McCartney, Randall A.	6/30/2011; Inactive
39	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McCoy, Kenneth R.	12/31/2011; Inactive
40	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McKey, Karen A. (prev. Karen Davies)	12/31/2011; Inactive
41	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Menefee, Tim S.	12/31/2011; Inactive
42	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Merz, David L.	6/30/2011; Inactive
43	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Miller, Gabriel A.	failed TI 3/25/2011
44	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mitchell, Bryan E.	6/30/2011; 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: