

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Monday, October 21, 2024 1:57 PM
To: YELTON-BRAM Tiffany * DEQ; CARSON Paula * DEQ; YELLESETTY Leela * DEQ
Cc: MERCER Kristen * DEQ; RecordsRequest * DEQ
Subject: RE: need destruction approval for SWOC files, expired 2011,N-Z

Good afternoon!

I have reviewed these records and approve their destruction.

Thank you,
Linda

From: YELTON-BRAM Tiffany * DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>
Sent: Monday, October 21, 2024 9:31 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>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: need destruction approval for SWOC files, expired 2011,N-Z

Thanks, Paula. I have reviewed and approve of the destruction of these files.

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, October 18, 2024 8:33 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>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: need destruction approval for SWOC files, expired 2011,N-Z

Please review and approve of destruction of OpCert files, that expired 2011, N-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>

webpage for OpCert Your DEQ Online: [Department of Environmental Quality : Wastewater Operator Certification in Your DEQ Online : Online Services : State of Oregon](#)

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	Nelson, Bruce A.	6/30/2011; Inactive
2	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Nelson, David R.	12/31/2011; Inactive
3	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Nelson, Richard A.	12/31/2011; Inactive
4	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Nelson, Richard B.	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:
5	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Nguyen, Vinh T.	archived TIV cert #8585 exp. 6/30/2003, but his last failed TIV exam was 7/29/2011; Inactive
6	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	O'Donnell, Patrick J.	6/30/2011; Inactive
7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Oldfield, Terry L.	12/31/2011; Inactive
8	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Prestwood, Steven M.	6/30/2011; Inactive
9	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Reid, Andrew P.	3/31/2011, failed exam
10	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Roehrich, Charles C.	6/30/2011; Inactive
11	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rose, Dana A.	OIT scores expired 7/31/2011
12	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rossi, Michael C.	12/31/2011; Inactive
13	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rotrock, Russell W.	12/31/2011; Inactive
14	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rowsey, Lyle J.	6/30/2011; Inactive
15	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Sayre, Kris R.	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:
16	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Scott, Richard R.	12/31/2011; Inactive
17	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Seidlitz, Duane M.	OIT score expired 3/31/2011
18	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Smith, Myron B.	12/31/2011; Inactive
19	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Snegirev, Nikita	6/30/2011; Inactive
20	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Spinney, Kristin M.	expired 3/31/2011
21	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stiers, Robert T. "Tom"	6/30/2011; Inactive
22	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stillwell, Jr., Richard L.	6/30/2011; Inactive
23	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Swartout, Robert J.	3/25/2011, failed CI & TI exams
24	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Swift, Kathleen F.	6/30/2011; Inactive
25	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Teague, Jim G.	6/30/2011; Inactive
26	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Thomas, Shane R.	6/30/2011; Inactive
27	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Thomson, II, Henry E.	OIT score expired 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:
28	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Tompkins, Scott W.	12/31/2011; Inactive
29	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Treichler, Royce E.	6/30/2011; Inactive
30	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Triplett, Tracy A.	expired 3/31/2011
31	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Tuttle, Robert D.	12/31/2011; Inactive
32	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Urie, Daniel J.	12/31/2011; Inactive
33	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Vincent, Shawn V.	6/30/2011; Inactive
34	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Weeke, Charles A.	12/31/2011; Inactive
35	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Weis, Ken A.	6/30/2011; Inactive
36	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	White, Larry D.	12/31/2011; Inactive
37	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Widman, Thomas G.	6/30/2011; Inactive
38	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wilcox, Donald T.	12/31/2011; Inactive
39	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Williams, Steven E.	6/30/2011; Inactive
40	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Witt, Curtis J.	Prov CI/TI exp. 4/12/2011, never took exams

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:
41	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Wolski, John P. "Mike"	6/30/2011; Inactive
42	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Woodward, Kyle D.	12/31/2011; Inactive
43	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Young, Michael A.	12/31/2011; Inactive
44	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Zakrzewski, Stephen P.	6/30/2011; Inactive
45	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Zitek, Kerry R.	6/30/2011; Inactive