

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Wednesday, March 19, 2025 11:07 AM
To: RecordsRequest * DEQ; YELTON-BRAM Tiffany * DEQ; CARSON Paula * DEQ
Subject: RE: approval of destruction of OpCert files, expired 2012, D-M

OMG. I'm sorry. Don't know what I was thinking. These have met their retention. (I think my brain still doesn't believe it is 2025 already 🙄)

I approve of the destruction of these records!

Thanks,

Linda



Linda Ross (she/her/hers)

Records Officer
Operations & Policy Analyst 2
Oregon Department of Environmental Quality
700 NE Multnomah St, Suite 600
Portland, OR 97232
Phone: +1 (971) 400-9142
Email: linda.ROSS@deq.oregon.gov

From: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Sent: Wednesday, March 19, 2025 11:02 AM
To: YELTON-BRAM Tiffany * DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>; CARSON Paula * DEQ <Paula.CARSON@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: approval of destruction of OpCert files, expired 2012, D-M

Hi Tiffany and Paula,

Series #325 indicates that the Sewage Treatment/Collection Plant Operator Certifications should be retained for 5 years after the certification expires, then they can be destroyed. Most of these are dated 2012. That would mean that they can be destroyed in 2027. There are a few that do meet this 5 year retention, but most don't.

Please let me know if I am missing something or reading this wrong.

Thanks,

Linda



Linda Ross (she/her/hers)

Records Officer
Operations & Policy Analyst 2
Oregon Department of Environmental Quality
700 NE Multnomah St, Suite 600
Portland, OR 97232
Phone: +1 (971) 400-9142
Email: linda.ROSS@deq.oregon.gov

From: YELTON-BRAM Tiffany * DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>
Sent: Wednesday, March 19, 2025 10:46 AM
To: CARSON Paula * DEQ <Paula.CARSON@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: approval of destruction of OpCert files, expired 2012, D-M

I have reviewed and approve of this file destruction.

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

In early 2025, NPDES and WPCF permittees will
begin using Your DEQ Online, a one-stop place
for you to manage your water quality permit.
<https://wqpermits.oregon.gov>

From: CARSON Paula * DEQ <Paula.CARSON@deq.oregon.gov>
Sent: Tuesday, March 18, 2025 9:20 PM
To: YELTON-BRAM Tiffany * DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: approval of destruction of OpCert files, expired 2012, D-M

Please review and approve of destruction of OpCert files, that expired [2012,last names: D-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>

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 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			Records Officer: Linda Ross		
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	Davis, Wayne D.	6/30/2012; inactive
2	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Dias-Garcia, Sergio	6/30/2012; inactive
3	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Dollar, Floyd O.	6/30/2012; inactive
4	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Dowd, Michael G.	6/30/2012; inactive
5	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Downey, Charles R.	6/30/2012; inactive
6	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ellis, Timothy Alan	12/31/2012; inactive

7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Engelfried, John J.	12/31/2012; inactive
8	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Flint, Mark D.	6/30/2012; inactive
9	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Fisher, Jamie R.	Prov. C/T certs expired 2- 12-2009 & scores expired 3/30/2012
10	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Farnsworth, David A.	6/30/2012; inactive
11	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gibson, Michael D.	6/30/2012; inactive
12	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gilstrap, Thomas J.	6/30/2012; inactive
13	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Goodman, Mark L.	Prov. C/T certs expired 8-2-2012; never took either exam
14	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Grunke, Philip A.	6/30/2012; inactive
15	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gerrity, Barry J.	6/30/2012; inactive
16	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gwynn, Matthew K.	12/31/2012; inactive
17	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hale, Adrienne E. M.	12/31/2012; inactive
18	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hall, Anthony M.	OIT CI & TI scores expired 9/30/2012
19	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Haney, Benjamin R.	6/30/2012; inactive
20	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Harbour, Jr., Bud	6/30/2012; inactive (did a 1-yr pro-rate renewal, 6-30-2003 to 6-30-2004)

21	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hargrove, Nathanael L.	12/31/2012; inactive
22	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Harrold, Riley A.	6/30/2012; inactive
23	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hays, Michael B.	6/30/2012; inactive
24	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gatov, Joshua M.	OIT CI & TI scores expired 3/30/2012
25	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Helseth, Matthew J. (deceased)	12/31/2012; inactive
26	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Higgins, Joshua D.	OIT CI & TI scores expired 3/30/2012
27	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Holmgren, Katelynn K.	OIT CI & TI scores expired 3/30/2012
28	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hutchinson, Gary L.	6/30/2012; inactive
29	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hightower, Jr., Ezra	6/30/2012; inactive
30	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Houston, Claire S.	6/30/2012; inactive
31	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hutton, Donald J.	12/31/2012; inactive
32	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Icenogle, Ricky A.	6/30/2012; inactive Prov CI/TI exp. 5/5/2011. Probably got certified CI/TI in error - can't find any post-exam app or cert letters; but L2K says Issue Date was 11-18-2010, in Genet's handwriting.

33	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Jimenez, Sandra L.	6/30/2012; inactive
34	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Johnson, Matthew L.	6/30/2012; inactive
35	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Keil, Brian A.	never took TII exam, approved 6/16/2011, elig. Exp. 6/16/2012
36	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kirkpatrick, Gerald E.	12/31/2012; inactive
37	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kitchens, Louis M.	6/30/2012; inactive
38	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kramer, Larry D.	6/30/2012; inactive
39	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Krug, Anna M.	6/30/2012; inactive
40	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kruger, William W.	OIT CI & TI scores expired 3/30/2012
41	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kurtz, Manny M.	6/30/2012; inactive
42	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	LaBar, Drew T.	6/30/2012; inactive
43	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Larson, Kevin A.	6/30/2012; inactive
44	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lawson, Mitchell J.	OIT CI & TI scores expired 3/30/2012
45	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Leavitt, Richard D.	6/30/2012; inactive
46	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lehl, Steven H.	12/31/2012; inactive
47	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Littlejohn, Hal I.	12/31/2012; inactive
48	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Long, Mathew W.	6/30/2012; inactive

49	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Martin, John M.	12/31/2012; inactive
50	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Masotto, Richard A.	6/30/2012; inactive
51	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McClintock, John C.	12/31/2012; inactive
52	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McKinnis, Eric N.	OIT CI & TI scores expired 3/30/2012
53	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Melvin, Gay B.	12/31/2012; inactive
54	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Meshew, Blane A.	6/30/2012; inactive
55	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Milliman, Gregory C.	12/31/2012; inactive
56	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mitchell, Bill E.	12/31/2012; inactive
57	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mitchell, Mark S.	12/31/2012; inactive
58	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Morrow, Brenton A.	6/30/2012; inactive
59	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Moss, Eric M.	6/30/2012; inactive
60	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mounts, Jerry C.	6/30/2012; inactive
61	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Munyan, Jr., Patrick R.,	6/30/2012; inactive
62	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Murray, Leslie A., III	6/30/2012; inactive