

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Thursday, April 3, 2025 10:01 AM
To: CARSON Paula * DEQ; RecordsRequest * DEQ
Cc: YELTON-BRAM Tiffany * DEQ
Subject: RE: need destruction approval for SWOC files, expired 2013,D-K

Hi Paula and Tiffany,

I approve o2the destruction o2these records.

Thank you!

Linda



Linda Ross (she/her/hers)
Records Officer
Operations & Policy Analyst 2
Oregon Department o2Environmental Quality
700 NE Multnomah St, Suite 600
Portland, OR 97232
Phone: +1 (971) 400-9142
Email: linda.ROSS@deq.oregon.gov

From: CARSON Paula * DEQ <Paula.CARSON@deq.oregon.gov>
Sent: Wednesday, April 2, 2025 8:43 PM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: YELTON-BRAM Tiffany * DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>
Subject: need destruction approval for SWOC files, expired 2013,D-K

Please review and approve o2destruction o2OpCert files, that expired 2013, D-K.

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>

WOLF Emmy * DEQ

From: YELTON-BRAM Tiffany * DEQ
Sent: Thursday, April 3, 2025 9:36 AM
To: CARSON Paula * DEQ; RecordsRequest * DEQ
Subject: Re: need destruction approval for SWOC files, expired 2013,D-K

I approve of having these files destroyed

From: CARSON Paula * DEQ <Paula.CARSON@deq.oregon.gov>
Sent: Wednesday, April 2, 2025 8:42:33 PM
To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Cc: YELTON-BRAM Tiffany * DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>
Subject: need destruction approval for SWOC files, expired 2013,D-K

Please review and approve of destruction of OpCert files, that expired 2013, D-K.

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 & RecordsRequest@deq.state.or.us 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 in space below)	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	DeLess, Russell D.	12/31/2013; inactive
2	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Dietrich, Larry A.	12/31/2013; inactive
3	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Dietz, Frank P.	6/30/2013; inactive
4	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Doyle, Raymond R.	6/30/2013; inactive
5	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Drudis, Carol A.	6/30/2013; inactive
6	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Duncan, Melvin Joe	12/31/2013; inactive
7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Eichel, Dain B.	12/31/2013; inactive

item #	Schedule Name/ # (select from dropdown in space below)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents: one file per person's name	Date file expired:
8	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Elliano, Steven H.	12/31/2013; inactive
9	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Endicott, Philip M.	CI/TI OIT scores expired 3/26/2013
10	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ensminger, Dustin A.	12/31/2013; inactive
11	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Eshleman, Nathan J.	12/31/2013; inactive
12	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Esson, Dhavyd S.	never took CI exam, elig. Exp. 10/17/2013; TI exam fail 11/01/2012;
13	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Eubank, Roger M.	12/31/2013; inactive
14	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Faught, Michael R.	12/31/2013; inactive
15	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Fisher, Justin A.	6/30/2013; inactive
16	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Foltz, Taw J.	12/31/2013; inactive
17	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Fraine, Rodger L.	CI OIT score expired 3/26/2013
18	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Furmidge, Ralph H.	6/30/2013; inactive

item #	Schedule Name/ # (select from dropdown in space below)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents: one file per person's name	Date file expired:
19	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Germond, Chris A.	never took CI exam; OIT TI score expired 3/26/2013
20	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gibbons, Roger L.	6/30/2013; inactive
21	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Goble, James C.	6/30/2013; inactive
22	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Govenor, Stephen J.	failed CI, 4/12/2013
23	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Guerin Ted D.	6/30/2013; inactive
24	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Guldager, Fredrik B.	6/30/2013; inactive
25	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hamburg, Wes H.	12/31/2013; inactive
26	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hampton, Vern W.	CI/TI OIT scores expired 3/26/2013
27	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hanson, Stephen D.	6/30/2013; inactive
28	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Harlow, Todd S.	6/30/2013; inactive
29	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hartigan, John F.	CI/TI OIT scores expired 3/26/2013
30	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hartley, Scott A.	12/31/2013; inactive

item #	Schedule Name/ # (select from dropdown in space below)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents: one file per person's name	Date file expired:
31	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hebert, Bonita E.	CI OIT score expired 3/26/2013
32	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hermes, Eric T.	6/30/2013; inactive
33	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hettman, Greg A.	6/30/2013; inactive
34	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hobbs, Robert E., Jr.	6/30/2013; inactive
35	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hockema, Gary L.	6/30/2013; inactive
36	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hogue, Jeremy W.	CI/TI OIT exams 3/29/2013, but he was denied for lack of HS doc.Didn't actually qualify for exams.
37	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Horwath, John S.	12/31/2013; inactive
38	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Jacobsen, Solomon D.	6/30/2013; inactive
39	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Jenkins, Michael S.	6/30/2013; inactive
40	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Johnson, Monty G.	6/30/2013; inactive
41	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Karsten, Trevor N.	CI/TI OIT scores expired 3/26/2013

item #	Schedule Name/ # (select from dropdown in space below)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents: one file per person's name	Date file expired:
42	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Keene, Tyson A.	never took TI exam, approved 5/18/2012, elig. Exp. 5/18/2013
43	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kessee, John E.	12/31/2013; inactive
44	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kleve, John M.	6/30/2013; inactive
45	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Klumpp, Bruce P.	12/31/2013; inactive
46	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Kolstad, Kelly D.	6/30/2013; inactive