

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Friday, May 16, 2025 3:11 PM
To: YELTON-BRAM Tiffany * DEQ; CARSON Paula * DEQ
Cc: RecordsRequest * DEQ
Subject: RE: need destruction approval for SWOC files, expired 2013,Q-Z

The destruction of these records is approved.

Thank you, Paula and Tiffany!

Linda



Linda Ross (she/her/hers)
Records Officer
Oregon Department of Environmental Quality
700 NE Multnomah St, Suite 600
Portland, OR 97232
Phone: 971.400.9142
Email: linda.ROSS@deq.oregon.gov

From: YELTON-BRAM Tiffany * DEQ
Sent: Friday, May 16, 2025 8:08 AM
To: CARSON Paula * DEQ
Cc: RecordsRequest * DEQ
Subject: Re: need destruction approval for SWOC files, expired 2013,Q-Z

I approve of this destruction request.

Tiffany Yelton Bram

From: CARSON Paula * DEQ <Paula.CARSON@deq.oregon.gov>
Sent: Thursday, May 15, 2025 8:24:48 PM
To: YELTON-BRAM Tiffany * DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: need destruction approval for SWOC files, expired 2013,Q-Z

Please review and approve of destruction of SWOC OpCert files, that expired 2013, Q-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 & RecordsRequest@deq.oregon.gov 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	Rawson, Kenneth D.	12/31/2013; inactive
2	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Robinson, Peter A.	12/31/2013; inactive
3	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rockwell, James F.	12/31/2013; inactive
4	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rogers, Dwayne H.	12/31/2013; inactive
5	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Rooklidge, Stephen J.	6/30/2013; inactive
6	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Sanders, David A.	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:
7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Saubert, Terry W.	6/30/2013; inactive
8	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Schwer, John L.	12/31/2013; inactive
9	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Shafer, Kurt F.	6/30/2013; inactive
10	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Shaffer, Nicholas C.	6/30/2013; inactive
11	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Sharpsteen, Erich N.	12/31/2013; inactive
12	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Skinner, Brittany M.	6/30/2013; inactive
13	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Smith, Ian C.	CI/TI OIT scores expired 3/26/2013
14	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Smith, Jeff S.	12/31/2013; inactive
15	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Smith, Randall J.	6/30/2013; inactive
16	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Snyder, Daniel E.	12/31/2013; inactive
17	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stebbins, Judy L.	6/30/2013; inactive
18	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stephens, Teddy L.	6/30/2013; inactive
19	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stevens, Christine L.	12/31/2013; inactive
20	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stinson, Scott E.	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:
21	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Stone, Keith C.	6/30/2013; inactive
22	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Strickland, Dwain A.	CI/TI OIT scores expired 3/26/2013
23	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Swindlehurst, Scott R.	Never took CI or TI exams; CI Prov & TI Prov exp. 2/14/2013
24	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Thompson, Kevin M.	CI/TI OIT scores expired 3/26/2013
25	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Thomson, Ryan K.	CI/TI OIT scores expired 3/26/2013
26	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Thorne, James E.	6/30/2013; inactive
27	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Toftum, Donald C.	6/30/2013; inactive
28	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Tupper, Dan A.	CI/TI OIT scores expired 3/26/2013
29	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Turner, Stephen E.	6/30/2013; inactive
30	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Williams, John R.	12/31/2013; inactive
31	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ybarra, Danny F., Jr.	12/31/2013; inactive
32	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Zuidema, Kevin W.	6/30/2013; inactive