

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Thursday, May 15, 2025 11:21 AM
To: CARSON Paula * DEQ; RecordsRequest * DEQ
Cc: YELTON-BRAM Tiffany * DEQ
Subject: RE: need destruction approval for SWOC files, expired 2013, L-P

I approve of the destruction of these files.

Thanks, Paula!
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: CARSON Paula * DEQ
Sent: Tuesday, May 13, 2025 8:57 PM
To: RecordsRequest * DEQ
Subject: FW: need destruction approval for SWOC files, expired 2013, L-P

Can you reply all and approve the excel file sent yesterday? I heard from Tiffany, but I need emails from both.

Thanks,
Paula

From: YELTON-BRAM Tiffany * DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>
Sent: Monday, May 12, 2025 4:54 PM
To: CARSON Paula * DEQ <Paula.CARSON@deq.oregon.gov>
Cc: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>
Subject: RE: need destruction approval for SWOC files, expired 2013, L-P

I approve of destroying these files. Thanks Paula!
Tiffany

From: CARSON Paula * DEQ <Paula.CARSON@deq.oregon.gov>
Sent: Monday, May 12, 2025 4:48 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, L-P

Please review and approve of destruction of OpCert files, that expired 2013, L-P.

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.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	Lange, Donald S.	6/30/2013, inactive
2	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Langford, Arlo	6/30/2013; inactive
3	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Larman, Daniel G.	6/30/2013, inactive
4	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lawrence, Bradley S.	CI/TI OIT scores expired 3/26/2013
5	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lehman, Chun Yan	12/31/2013; inactive
6	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Liesegang, Carl R.	CI/TI OIT scores expired 3/26/2013
7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lewelling, Kyle P.	Failed CI & TI 3/29/2013

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:
8	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Lewis, Joseph J.	12/31/2013; inactive
9	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Liberatore, Miriam G.	6/30/2013, inactive
10	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Linch, Charles D.	CI/TI OIT scores expired 3/26/2013
11	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mack, Christine	6/30/2013, inactive
12	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mannan, Kathi	6/30/2013; inactive
13	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Maslen, Ann B.	12/31/2013; inactive
14	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mason, Keith A.	CI/TI OIT scores expired 3/26/2013
15	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	McElmurry, Steven R.	6/30/2013, inactive
16	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Mercer, John P.	12/31/2013; inactive
17	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Miller, Joshua M.	6/30/2013; inactive
18	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Moore, II, Robert B.,	12/31/2011; inactive. Re- took exam, 3/29/2013, Failed.
19	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Muirhead, Woodie M.	12/31/2013; inactive
20	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Noordhoff, Susanna L.	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:
21	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Nyhus, Richard M.	12/31/2013; inactive
22	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Olson, John L.	12/31/2013; inactive
23	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Osterman, Michael M.	12/31/2013; inactive
24	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Osterlund, Aric F.	6/30/2013; inactive
25	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Owings, Terry D.	6/30/2013, inactive
26	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Pace, Marshal W.	6/30/2013; inactive
27	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Palmer, Philip E.	6/30/2013, inactive
28	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Payne, Gerard F.	12/31/2013; inactive
29	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Peck, Donald J.	12/31/2013; inactive
30	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Peters, Andrew J.	6/30/2013, inactive (should have been cycle of 6/30/2012)
31	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Plaep, Bruce A.	6/30/2013, inactive
32	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Pollock, Dennis M.	12/31/2013; inactive
33	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Poyser, Scott D.	12/31/2013; inactive
34	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Powers, John B.	6/30/2013; inactive