

WOLF Emmy * DEQ

From: RecordsRequest * DEQ
Sent: Friday, March 28, 2025 12:10 PM
To: YELTON-BRAM Tiffany * DEQ; CARSON Paula * DEQ
Cc: RecordsRequest * DEQ
Subject: RE: need destruction approval for SWOC files, expired 2013,A-C

I approve of the destruction of these files.
Thank you,
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: Friday, March 28, 2025 5:23 AM
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,A-C

I have reviewed and approve the destruction of these files.
Thanks!
Tiffany Yelton Bram

From: CARSON Paula * DEQ <Paula.CARSON@deq.oregon.gov>
Sent: Thursday, March 27, 2025 11:23:45 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,A-C

Please review and approve of destruction of OpCert files, that expired 2013, A-C.

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	Adams, Jeff A.	12/31/2013; inactive
2	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Allen, Guy J.	12/31/2013; inactive
3	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Ames, Andrew S.	CI/TI OIT scores expired 3/26/2013
4	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Andrews, Terry E.	6/30/2013; inactive
5	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Aragon, Ivan M.	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:
6	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Babbitt, Randall L.	6/30/2013; inactive
7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Barone, Gary J.	12/31/2013; inactive
8	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Barte, Kim	6/30/2013, inactive; (deceased)
9	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bartlett, Rick L.	6/30/2013; inactive
10	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Baumgartner, Richard Clay	No show for both CI & TI exams for 4/12/2013
11	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Beauchemin, James B.	6/30/2013; inactive
12	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Benfield, David S.	12/31/2013; inactive
13	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Benner, Adam C.	CI/TI OIT scores expired 9/23/2013
14	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bennett, Barry D.	Passed TI 3/29/2013, but never sent HS doc; Denied due to Incomplete App
15	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bergh, Jonas A.	12/31/2013; inactive

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16	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Birky, Karl R.	12/31/2013; inactive
17	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Block, Delhie A.	12/31/2013; inactive
18	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bludworth, Thomas H.	6/30/2013; inactive
19	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Blunk, Norman P.	12/31/2013; inactive
20	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bogosian, Stephen S.	12/31/2013; inactive
21	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bowker, Shayne K.	6/30/2013; inactive
22	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bryant, Scott 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	Buras, Robert J.	6/30/2013; inactive
24	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Byers, Dale O.	6/30/2013; inactive
25	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Cashatt, Paulina M.	Failed CI exam, 3/29/2013, never certified
26	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Cason, John A.	6/30/2013; inactive
27	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Casteel, Brian M.	6/30/2013; inactive
28	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Christopherson, Kenneth N.	6/30/2013; inactive
29	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Clark, Daniel D.	13/31/2013; inactive

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30	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Clouser, Bruce A.	12/31/2013; inactive
31	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Conant, Rick L.	12/31/2013; inactive
32	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Conopa, Shelly A.	6/30/2013; inactive
33	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Cooper, Maggie E.	Prov CI/TI expired 12/19/2013; no show for exams for 12/19/2012
34	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Cordano, Lawrence T.	6/30/2013; inactive
35	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Cowan, John R.	6/30/2013; inactive
36	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Coyle, Joshua E.	failed TI 3/26/2010; CI score expired 3/26/2013
37	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Cushman, Richard L.	12/31/2013; inactive