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**RE: need destruction approval for SWOC files, expired 2010, A-10**

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**From** YELTON-BRAM Tiffany \* DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>  
**Date** Tue 5/9/2023 11:27 AM  
**To** YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>; CARSON Paula \* DEQ <Paula.CARSON@deq.oregon.gov>  
**Cc** MERCER Kristen \* DEQ <Kristen.MERCER@deq.oregon.gov>

Reviewed and approved! thanks

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**From:** YELLESETTY Leela \* DEQ <Leela.YELLESETTY@deq.oregon.gov>  
**Sent:** Tuesday, May 9, 2023 8:48 AM  
**To:** CARSON Paula \* DEQ <Paula.CARSON@deq.oregon.gov>; YELTON-BRAM Tiffany \* DEQ <Tiffany.YELTON-BRAM@deq.oregon.gov>  
**Cc:** MERCER Kristen \* DEQ <Kristen.MERCER@deq.oregon.gov>  
**Subject:** RE: need destruction approval for SWOC files, expired 2010, A-10

Approved, thanks!

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**From:** CARSON Paula \* DEQ <[Paula.CARSON@deq.oregon.gov](mailto:Paula.CARSON@deq.oregon.gov)>  
**Sent:** Monday, May 8, 2023 6:38 PM  
**To:** YELTON-BRAM Tiffany \* DEQ <[Tiffany.YELTON-BRAM@deq.oregon.gov](mailto:Tiffany.YELTON-BRAM@deq.oregon.gov)>; YELLESETTY Leela \* DEQ <[Leela.YELLESETTY@deq.oregon.gov](mailto:Leela.YELLESETTY@deq.oregon.gov)>  
**Cc:** MERCER Kristen \* DEQ <[Kristen.MERCER@deq.oregon.gov](mailto:Kristen.MERCER@deq.oregon.gov)>  
**Subject:** need destruction approval for SWOC files, expired 2010, A-10

Please review and approve of destruction of OpCert files, that expired 2010, A-10.

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](mailto:paula.carson@deq.oregon.gov)

Paula Carson

Wastewater System  
Operator Certification Program  
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<https://www.oregon.gov/deq/wq/wqpermits/Pages/Wastewater-Operator-Certification.aspx>

# DEQ Records Destruction Authorization

**Before** destroying records, email this form to your manager & agency records officer (Leela Yellesetty) to obtain authorization.

Authorization is by email only, no signatures required.

[Records destruction  
procedure](#)

[DEQ Retention Schedule](#)

[State General Retention  
Schedule](#)

<b>Program/section name:</b>	Wastewater Operator Certification Program/WQ Source Control			<b>Date approved by records officer:</b>		
<b>Program staff requesting destruction:</b>	Paula Carson			<b>Date destroyed:</b>		
<b>Approving Manager:</b>	Tiffany Yelton-Bram					
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	Adams, Michael J.	12/31/2010; Inactive
2	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Anderson, Jeff B.	6/30/2010; Inactive
3	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Andrews, Mark D.	12/31/2010; Inactive
4	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Archer, Paula C.	6/30/2010; Inactive
5	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Arter, Jeremy A.	3/26/2010; no show for both exams

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:
6	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Atkinson, Douglas R.	12/31/2010; Inactive
7	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bales, Marion J.	12/31/2010; Inactive
8	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bergh, Tyler A.	3/26/2010, failed exam
9	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bettis, Brian C.	12/31/2010; Inactive
10	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Birdwell, Sr., Stephen P.	12/31/2010; Inactive
11	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Booth, James A.	9/23/2010, failed exam
12	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Bowles, Chris E.	12/31/2010; Inactive
13	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Canfield, Larry S.	6/30/2010; Inactive
14	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Canty, Robert E.	12/31/2010; Inactive
15	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Carnate, John R.	6/30/2010; Inactive
16	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Carter, James E.	OIT score exp. 3/31/2010
17	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Carter, Kenneth C.	OIT score exp. 11/30/2010
18	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Coate, Todd G.	12/31/2010; Inactive

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:
19	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Colburn, Jeane S.	12/31/2010; Inactive
20	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Cole, Robert Kenneth	12/31/2010; Inactive
21	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Cook, Randy D.	12/31/2010; Inactive
22	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Cox, Shelley R.	9/23/2010, failed exam
23	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Daggett, James H.	6/30/2010; Inactive
24	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Dalton, Robby S.	6/30/2010; Inactive
25	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Danzer, Joseph E.	6/30/2010; Inactive
26	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Davis, Ralph E.	12/31/2010; Inactive
27	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Dodge, Joe A.	6/30/2010; Inactive
28	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Doughty, Sara J.	12/31/2010; Inactive
29	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Edwards, Russell J.	6/30/2010; Inactive
30	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gaynor, Cary W.	exam; eligib. Exp 9/21/2010
31	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gilmore, Bryan A.	12/31/2010; Inactive

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:
32	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Golden, Gary W.	12/31/2010; Inactive
33	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Gramson, Kevin R.	9/23/2010, no show for both exams
34	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Guist, Albert A.	12/31/2010; Inactive
35	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Heath, Kerry A.	6/30/2010; Inactive
36	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Higgins, Keith A.	6/30/2010; Inactive
37	DEQ: 2008-0009	325	Sewage Treatment / Collection Plant Operator Certifications	Retain 5 years, destroy & shred	Hill, Jerry A.	OIT score exp. 3/31/2010