

Manager Approval CBO Request for 1991 Complaint Records Disposal

From VANTASSEL Linda * DEQ <linda.vantassel@deq.state.or.us>

Date Mon 12/6/2021 11:51 AM

To YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>; MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

 1 attachment (200 KB)

CBO 1992 Complaint Records Destruction Authorization Form.xlsx;

Hello. I have manager approval to dispose of these records. Now I just need your approval. I have attached the spreadsheet. Let me know, please. Thanks. Linda

From: DAVIS Claudia * DEQ <claudia.davis@deq.state.or.us>

Sent: Monday, December 06, 2021 11:00 AM

To: VANTASSEL Linda * DEQ <linda.vantassel@deq.state.or.us>

Subject: RE: CBO Request for 1991 Complaint Records Disposal

Linda,

I approve the destruction of these records.

Thanks,
Claudia

From: VANTASSEL Linda * DEQ <linda.vantassel@deq.state.or.us>

Sent: Monday, December 6, 2021 9:15 AM

To: DAVIS Claudia * DEQ <claudia.davis@deq.state.or.us>

Subject: CBO Request for 1991 Complaint Records Disposal

Hi Claudia. This request is for the destruction of 1992 Complaint Records generated at the Coos Bay Office. One complaint concerned a permitted source (Bay Area Hospital). Martin Abts received this record and placed it in that file. Could you please approve the destruction of the records as described in the attached form? Thank you. Linda

RE: July 2, 1990 - December 28, 1990 CBO Compliant Records Destruction

From YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>

Date Wed 12/1/2021 8:56 AM

To VANTASSEL Linda * DEQ <linda.vantassel@deq.state.or.us>; MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

Approved. Please forward us Claudia's email approval as well when you receive it, thanks!

From: VANTASSEL Linda * DEQ <linda.vantassel@deq.state.or.us>

Sent: Tuesday, November 30, 2021 4:27 PM

To: YELLESETTY Leela * DEQ <leela.yellesetty@deq.state.or.us>; MERCER Kristen * DEQ <kristen.mercer@deq.state.or.us>

Subject: July 2, 1990 - December 28, 1990 CBO Compliant Records Destruction

Hello Leela and Kristen. Hope you both had a lovely Thanksgiving Holiday. Does the attached form meet with your approval? As before, a copy has been sent to Claudia Davis and I am awaiting her approval, and yours!, to destroy these records. Linda

Schedule Name/ # (select from dropdown in space below)	Series # (from schedule)	Series Name (from schedule)	Retention period (from schedule)	Contents (any additional description or attach detailed list)	Date(s)
DEQ Special Schedule: 2008-0009	42	Asbestos Complaints	10 years	7/2/1990 -12/28/1990 Complaints. AQ Complaints related to Permitted Sources were placed in the Source File. Also complaints with equal or lessor retention periods in HW, SW, OB, UST and OSS. OSS records were scanned and are now housed in ORMS.	7/2/1990 - 12/28/1990