

DEQ 1991 CBO Complaint Records Destruction Authorization Form CORRECTION and DEQ 1992 CBO Complaint Records Destruction Authorization Form

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

Date Mon 12/6/2021 9:06 AM

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

 2 attachments (400 KB)

CBO 1991 Complaint Records Destruction Authorization Form.xlsx; CBO 1992 Complaint Records Destruction Authorization Form.xlsx;


Hi Leela and Kristen. The 1991 form was already given manager approval but I noticed something this morning. Although the Contents Description was correct, the Dates was not. So, I changed that on the attached 1991 form. Do these two Authorization Forms (for 1991 and for 1992 CBO Complaint Records Destruction) look okay now?
Linda

1992 Complaint Records Generated from the Coos Bay Office

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

Date Fri 12/3/2021 2:49 PM

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 Leela and Kristen. I have attached the 1992 Coos Bay Office Complaint Records Destruction Authorization form. Does it look away for submission to Claudia Davis as Approving Manager? Thanks! Linda

Linda Van Tassel

Office Specialist

DEQ Coos Bay Office

381 N 2nd Street

Coos Bay, OR 97420

541-269-2721 x 233


Linda.VanTassel@deq.state.or.us

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

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](#)

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[Records destruction procedure](#) [DEQ Retention Schedule](#) [State General Retention Schedule](#)

Program/section name: AQ/Asbestos Complaints **Date approved by records officer:**

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Program staff requesting destruction: Linda Van Tassel **Date destroyed:**

Program staff requesting destruction: Linda Van Tassel **Date destroyed:**

Approving Manager: Claudia Davis

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	1/28/1991 - 12/2/1991 Complaints generated from the Coos Bay Office. 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.	1/28/1991 - 12/2/1991

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DEQ Special Schedule: 2008-0009	42	Asbestos Complaints	10 years	1/3/1992 - 12/28/1992 Complaints generated from the Coos Bay Office. 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

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[Records destruction procedure](#) [DEQ Retention Schedule](#) [State General Retention Schedule](#)

AQ/Asbestos Complaints

AQ/Asbestos Complaints

Linda Van Tassel

Linda Van Tassel

Date destroyed:

Claudia Davis

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	1/3/1992 - 12/28/1992 Complaints generated from the Coos Bay Office. 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.	1/3/1992 - 12/28/1992