
RE: DEQ CBO Request for 1993 Complaint Records Disposal

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

Date Thu 12/9/2021 11:59 AM

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

Approved!

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

Sent: Thursday, December 9, 2021 11:39 AM

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

Subject: FW: DEQ CBO Request for 1993 Complaint Records Disposal

Well Good Morning Leela and Kristen! Do I have your approval to destroy the records, description attached, with manager approval from Claudia Davis as presented below? Thank you for your consideration 😊 Linda

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

Sent: Thursday, December 09, 2021 11:36 AM

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

Subject: RE: DEQ CBO Request for 1993 Complaint Records Disposal

Linda,

I approve the destruction of these records.

Thanks,
Claudia

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

Sent: Thursday, December 9, 2021 11:23 AM

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

Subject: DEQ CBO Request for 1993 Complaint Records Disposal

Hi Claudia. This request is for the destruction of 1993 Complaint Records generated at the Coos Bay Office. Could you please approve the destruction of these 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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Program/section name: AQ/Asbestos Complaints **Date approved by records officer:**

Program staff requesting destruction:	Linda Van Tassel	Date destroyed:
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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	1/08/1993 - 12/30/1993 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.	1/8/1993 - 12/30/1993