
RE: DEQ CBO Request for 1997 Complaint Records Disposal

From YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>

Date Mon 1/10/2022 8:52 AM

To VANTASSEL Linda * DEQ <Linda.VANTASSEL@deq.oregon.gov>

Cc MERCER Kristen * DEQ <Kristen.MERCER@deq.oregon.gov>

 1 attachment (200 KB)

CBO 1997 Complaint Records Destruction Authorization Form.xlsx;

Approved, thanks!

From: VANTASSEL Linda * DEQ <Linda.VANTASSEL@deq.oregon.gov>

Sent: Friday, January 7, 2022 9:03 AM

To: YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>

Subject: FW: DEQ CBO Request for 1997 Complaint Records Disposal

Hi Leela. Can you grant approval to destroy the 1997 Coos Bay Office Complaint Records as attached and based on Claudia's email below? Thanks. Linda

From: DAVIS Claudia * DEQ <Claudia.DAVIS@deq.oregon.gov>

Sent: Friday, January 07, 2022 8:54 AM

To: VANTASSEL Linda * DEQ <Linda.VANTASSEL@deq.oregon.gov>

Subject: RE: DEQ CBO Request for 1997 Complaint Records Disposal

Linda,

I approve the destruction of the asbestos related complaints.

Thanks,
Claudia

From: VANTASSEL Linda * DEQ <Linda.VANTASSEL@deq.oregon.gov>

Sent: Friday, January 7, 2022 8:37 AM

To: DAVIS Claudia * DEQ <Claudia.DAVIS@deq.oregon.gov>

Subject: DEQ CBO Request for 1997 Complaint Records Disposal

Good morning, Claudia. This request is for the destruction of 1997 Complaint Records generated at the Coos Bay Office. Several complaints records related to a source with a Title V Permit (Roseburg Forest Products-Coquille, Glenbrook Nickel) and Martin Arts inserted these complaints into the appropriate files. Please approve the destruction of the remaining records without a permitted source file. Thank you again. 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.oregon.gov

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](#)

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Date approved by records officer:

Date destroyed:

Date destroyed:

| 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 | 1/02/1997 - 12/28/1997 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. | 1/02/1997 - 12/28/1997 |