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**RE: Coos Bay Office 1998 Complaint Files for Destruction**

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

**Date** Mon 1/24/2022 9:04 AM

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

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

 1 attachment (200 KB)

CBO 1998 Complaint Records Destruction Authorization Form.xlsx;

Approved thanks!

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

**Sent:** Friday, January 21, 2022 8:34 AM

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

**Subject:** FW: Coos Bay Office 1998 Complaint Files for Destruction

Hi Leela. Okay to destroy 1998 Complaint Records with Claudia's approval as provided below? Linda

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**From:** DAVIS Claudia \* DEQ <[Claudia.DAVIS@deq.oregon.gov](mailto:Claudia.DAVIS@deq.oregon.gov)>

**Sent:** Wednesday, January 19, 2022 8:21 PM

**To:** VANTASSEL Linda \* DEQ <[Linda.VANTASSEL@deq.oregon.gov](mailto:Linda.VANTASSEL@deq.oregon.gov)>

**Subject:** RE: Coos Bay Office 1998 Complaint Files for Destruction

Linda,

I authorize the destruction of the open burning records that are past the retention schedule.

Thanks,  
Claudia

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**From:** VANTASSEL Linda \* DEQ <[Linda.VANTASSEL@deq.oregon.gov](mailto:Linda.VANTASSEL@deq.oregon.gov)>

**Sent:** Monday, January 10, 2022 2:37 PM

**To:** DAVIS Claudia \* DEQ <[Claudia.DAVIS@deq.oregon.gov](mailto:Claudia.DAVIS@deq.oregon.gov)>

**Subject:** Coos Bay Office 1998 Complaint Files for Destruction

Hi Claudia. I apologize for my earlier email. I had attached the record destruction form before completely updating it. Please disregard that communication and instead consider this one. After sorting through the 1998 complaint files I found complaints from permitted source for Umpqua River Navigation, Roseburg Forest Products, Collision Repair Center, South Coast Lumber and Glen Brook Nickel. Martin pulled these records and will be placing them in their source permit files. Do I have your permission to destroy the rest of these files as per the attached Authorization form? Thank you. 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](mailto:Linda.VanTassel@deq.oregon.gov)

# DEQ Records Destruction Authorization Form

**Before** destroying records, email this form to your manager & [RecordsRequest@deq.state.or.us](mailto: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](#)

## Records destruction procedure

**Program/section name:** AQ/Asbestos Complaints

**Date approved by records officer:**

**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)**

## 42 Asbestos Complaints

10 years

1/28/1998 - 12/30/1998 Complaints generated from the Coos Bay Office. AQ Complaints related to Permitted Sources were placed in the Source File. Also complaints with equal or lesser retention periods in HW, SW, OB, UST and OSS. OSS records were scanned and are now housed in ORMS.

1/28/1998 -  
12/30/1998