

RE: Request for Approval to Destroy 1999 Complaint Records Generated at Coos Bay Office DEQ

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

Date Thu 1/27/2022 8:42 AM

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

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

 3 attachments (600 KB)

CBO 1999 Complaint Records Destruction Authorization Form.xlsx; CBO 1996 Complaint Records Destruction Authorization Form.xlsx; CBO 1995 Complaint Records Destruction Authorization Form.xlsx;

Approved, thanks!

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

Sent: Thursday, January 27, 2022 8:41 AM

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

Subject: FW: Request for Approval to Destroy 1999 Complaint Records Generated at Coos Bay Office DEQ

Hi Leela. Do I have your permission to destroy these files as per the attachments and Claudia's approval below?
Thank you. Linda

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

Sent: Wednesday, January 26, 2022 4:22 PM

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

Subject: RE: Request for Approval to Destroy 1999 Complaint Records Generated at Coos Bay Office DEQ

Linda,

You are authorized to destroy the open burning complaint files that are past the retention schedule.

Thanks,
Claudia

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

Sent: Wednesday, January 26, 2022 4:16 PM

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

Subject: Request for Approval to Destroy 1999 Complaint Records Generated at Coos Bay Office DEQ

Hi Claudia. I have gone through the Coos Bay Office 1995, 1996 and 1998 Complaint Files and attached destruction authorization forms for each year. Martin went through all the Air Quality complaints with me and pulled out complaints for Glen Brook Nickel, Roseburg Forest Products, South Coast Lumber, Bay Area Hospital and Umpqua River Navigation. Martin is seeing these complaints are included in their respective source permit files. May I now have your permission to proceed with the destruction process for the rest of these 1995, 1996 and 1999 complaint records? 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

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](#)

Program/section name:	<u>AQ/Asbestos Complaints</u>	Date approved by records officer:	<u> </u>
Program staff requesting destruction:	<u>Linda Van Tassel</u>	Date destroyed:	<u> </u>
Approving Manager:	<u>Claudia Davis</u>		

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	1/05/1995 - 12/21/1995 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.	1/05/1995 - 12/21/1995

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[DEQ Retention Schedule](#)

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Program/section name:	<u>AQ/Asbestos Complaints</u>	Date approved by records officer:	<u></u>
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Approving Manager:	<u>Claudia Davis</u>		

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	1/03/1996 - 12/27/1996 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.	1/03/1996 - 12/27/1996

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[DEQ Retention Schedule](#)

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Program staff requesting destruction:	<u>Linda Van Tassel</u>	Date destroyed:	<u></u>
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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	1/03/1999 - 12/28/1999 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.	1/03/1999 - 12/28/1999