
FW: Request for Approval to Destroy 2000, 2001 and 2002 Complaint Records Generated at the Coos Bay Office

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

Date Fri 3/4/2022 3:10 PM

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

Cc RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

 3 attachments (601 KB)

CBO 2002 Complaint Records Destruction Authorization Form.xlsx; CBO 2001 Complaint Records Destruction Authorization Form.xlsx; CBO 2000 Complaint Records Destruction Authorization Form.xlsx;

Approved, thanks!

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

Sent: Friday, March 4, 2022 2:35 PM

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

Subject: FW: Request for Approval to Destroy 2000, 2001 and 2002 Complaint Records Generated at the Coos Bay Office

Hi Leela. Approval to destroy based on Claudia's email below and the attached documents? 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

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

Sent: Tuesday, March 01, 2022 7:29 PM

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

Subject: RE: Request for Approval to Destroy 2000, 2001 and 2002 Complaint Records Generated at the Coos Bay Office

Linda,

You have my permission to destroy the asbestos complaint records that are past their retention date.

Thanks,

Claudia

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

Sent: Tuesday, March 1, 2022 1:48 PM

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

Subject: Request for Approval to Destroy 2000, 2001 and 2002 Complaint Records Generated at the Coos Bay Office

Hi Claudia. I have gone through the Coos Bay Office 2000, 2001, and 2002 Complaint Files and attached destruction authorization forms for each year. Martin went through all the Air Quality complaints and pulled out complaints for Roseburg Forest Products, South Coast Lumber, Tidewater Contractors and Tidewater Asphalt Plant. 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 2000, 2001 and 2002 complaint records? Thank you. Linda

Linda Van Tassel

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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	1/5/2000 - 12/28/2000 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.	1/5/2000-12/28/2000

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[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:**

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	1/4/2001 - 12/13/2001 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.	1/4/2001-12/13/2001

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[Records destruction procedure](#)

[DEQ Retention Schedule](#)

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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	1/3/2002 - 12/31/2002 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.	1/3/2002-12/31/2002