

FW: Request for Approval to 2003, 2004 Complaint Records Generated from the Coos Bay Office

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

Date Thu 5/12/2022 9:57 AM

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

 2 attachments (401 KB)

CBO 2003 Complaint Records Destruction Authorization Form.xlsx; CBO 2004 Complaint Records Destruction Authorization Form.xlsx;

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

Sent: Thursday, May 12, 2022 9:04 AM

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

Subject: RE: Request for Approval to 2003, 2004 Complaint Records Generated from the Coos Bay Office

I didn't recall if you wanted to updated spreadsheet once the records had actually been destroyed, but, just in case, they are updated and ALSO attached 😊 Linda

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

Sent: Thursday, May 12, 2022 8:57 AM

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

Subject: RE: Request for Approval to 2003, 2004 Complaint Records Generated from the Coos Bay Office

Approved, thanks! Good luck with the move!

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

Sent: Thursday, May 12, 2022 8:55 AM

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

Subject: RE: Request for Approval to 2003, 2004 Complaint Records Generated from the Coos Bay Office

Oof-duh! Sorry about that!! They are attached now. Linda

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

Sent: Thursday, May 12, 2022 8:46 AM

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

Subject: RE: Request for Approval to 2003, 2004 Complaint Records Generated from the Coos Bay Office

Hi Linda, I think you forgot to attach the spreadsheets? But I'm happy to take a look right away when you do 😊

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

Sent: Thursday, May 12, 2022 8:43 AM

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

Subject: FW: Request for Approval to 2003, 2004 Complaint Records Generated from the Coos Bay Office
Importance: High

Hi Leela. Based on Claudia's response and the attached spreadsheets, could I have your approval to destroy the 2003 and 2004 complaints excluding those specifically listed in the original email? Linda P.S. I marked this urgent since I am not sure how much longer I will have internet but, you know, no pressure... 😊

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



Our New Address is 465 Elrod, Coos Bay, OR 97420

From: DAVIS Claudia * DEQ <Claudia.DAVIS@deq.oregon.gov>
Sent: Wednesday, May 11, 2022 7:21 PM
To: VANTASSEL Linda * DEQ <Linda.VANTASSEL@deq.oregon.gov>
Subject: RE: Request for Approval to 2003, 2004 Complaint Records Generated from the Coos Bay Office

Linda,

I approve the destruction of the records.

Thanks,
Claudia

From: VANTASSEL Linda * DEQ <Linda.VANTASSEL@deq.oregon.gov>
Sent: Wednesday, May 11, 2022 3:30 PM
To: DAVIS Claudia * DEQ <Claudia.DAVIS@deq.oregon.gov>
Subject: Request for Approval to 2003, 2004 Complaint Records Generated from the Coos Bay Office
Importance: High

Hi Claudia. I have attached destruction authorization forms for 2003 and 2004. Martin went through all the Air Quality complaints and pulled out complaints for Western Oregon Door, Roseburg Forest Products, Bandon Concrete and Fred Wahl Marine. 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 2003 and 2004 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



Our New Address is 465 Elrod, Coos Bay, OR 97420

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>5/12/2022</u>
Program staff requesting destruction:	<u>Linda Van Tassel</u>	Date destroyed:	<u>5/12/2022</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	1/6/2003 - 12/18/2003 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.	1/6/2003-12/18/2003

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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>5/12/2022</u>
Program staff requesting destruction:	<u>Linda Van Tassel</u>	Date destroyed:	<u>5/12/2022</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	1/12/2004 - 12/17/2004 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.	1/12/2004-12/17/2004