

ARCHIVES AND RECORDS COMMISSION

**Oklahoma Department of Libraries
200 NE 18th Street, Second Floor South Conference Room
Oklahoma City, Oklahoma**

**July 27, 2023
11:00 a.m.**

This meeting is being conducted under the provisions of the Open Meeting Act as provided in SB 1031 approved by the Governor on February 10, 2021.

AGENDA

1. Call to Order
2. Roll Call

Amber Smith, Chair
Natalie Currie, Vice Chair and Secretary
Mariah Carter, Proxy for Lt. Governor
Ruthie Chicoine, Proxy for State Auditor and Inspector
Kiran Nallayahgari, Proxy for State Treasurer
3. Approval of Minutes of the Meeting of April 27, 2023*
4. State Archives and Records Management Division Quarterly Report
5. Consideration of Schedule Amendments*
 - 5.a 84-01 [AMD] Oklahoma Tax Commission, Motor Vehicle Division
 - 5.b 84-06 [AMD] Oklahoma Public Employees Retirement System
 - 5.c 88-03 [AMD] Oklahoma Department of Transportation
 - 5.d 88-13 [AMD] Oklahoma Department of Corrections, Community Corrections Centers
 - 5.e 88-16 [AMD] Oklahoma Department of Corrections, Private Prison Industry Board
 - 5.f 90-03 [AMD] Oklahoma State Regents for Higher Education
 - 5.g 2000-04 [AMD] Oklahoma Housing Finance Agency
 - 5.h 2001-03 [AMD] Department of Consumer Credit
 - 5.i 2007-04 [AMD] Department of Mental Health and Substance Abuse Services, Tulsa Center for Behavioral Health
 - 5.j 2008-03 [AMD] Oklahoma Boll Weevil Eradication Organization
 - 5.k 2017-01 [AMD] Oklahoma Department of Career and Technology Education

ARCHIVES AND RECORDS COMMISSION

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**July 27, 2023
11:00 a.m.**

6. Adjournment

*Archives and Records Commission action required.

Key to abbreviations used above:

[AMD] = Amendment to a Records Disposition Schedule

[NEW] = Records Disposition Schedule

[RDA] = Records Disposition Authorization

Upcoming meetings of the Archives and Records Commission

- October 26, 2023



Archives and Records Commission
Meeting Minutes, April 27, 2023

Call to Order:

Amber Smith called the meeting to order at 11:00 a.m.

Members present were:

Amber Smith	Chair
Natalie Currie	Vice Chair and Secretary
Mariah Carter	Proxy for Lt. Governor
Kiran Nallayahgari	Proxy for State Treasurer

Members absent were:

Ruthie Chicoine	Proxy for State Auditor
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Also present were:

Emily Isbill	Office of the Attorney General
Jan Davis	Department of Libraries
Cassie Spindle	Department of Libraries
Garey Wortham	Corporation Commission
Stephanie Sullivan	Department of Corrections
Joshua Smith	Board of Tests for Alcohol and Drug Influence
Michael Stephens	Medical Marijuana Authority

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on April 14, 2023. The agenda was also posted on the agency's website on April 14, 2023.

Approval of Minutes of the Meeting of January 26, 2023:

Approval of the Minutes was moved by Currie and seconded by Carter.

Carter	aye
Currie	aye

Nallayahgari aye
Smith aye

Consideration of Requests:

Amendment to Records Disposition Schedule 84-04, Oklahoma Corporation Commission, Administration Division

Davis introduced Gary Wortham. The Oklahoma Corporation Commission requested Records Disposition Schedule 84-04 be amended. Approval of the amendments to Records Disposition Schedule 84-04 was moved by Currie and seconded by Nallayahgari.

Carter aye
Currie aye
Nallayahgari aye
Smith aye

Amendment to Records Disposition Schedule 97-07, Oklahoma Corporation Commission, Office of Administrative Proceedings

The Oklahoma Corporation Commission requested Records Disposition Schedule 97-07 be amended. Approval of the amendments to Records Disposition Schedule 97-07 was moved by Nallayahgari and seconded by Currie.

Carter aye
Currie aye
Nallayahgari aye
Smith aye

Amendment to Records Disposition Schedule 81-08, Board of Medicolegal Investigations

The Board of Medicolegal Investigations requested Records Disposition Schedule 81-08 be amended. Approval of the amendments to Records Disposition Schedule 81-08 was moved by Currie and seconded by Nallayahgari.

Carter aye
Currie aye
Nallayahgari aye
Smith aye

Amendment to Records Disposition Schedule 82-19, Department of Libraries

The Department of Libraries requested Records Disposition Schedule 82-19 be amended. Approval of the amendments to Records Disposition Schedule 82-19 was moved by Carter and seconded by Nallayahgari.

Carter	aye
Currie	abstain
Nallayahgari	aye
Smith	aye

Amendment to Records Disposition Schedule 88-03, Department of Transportation

The Department of Transportation requested Records Disposition Schedule 88-03 be amended. Approval of the amendments to Records Disposition Schedule 88-03 was moved by Currie and seconded by Carter.

Carter	aye
Currie	aye
Nallayahgari	aye
Smith	aye

Amendment to Records Disposition Schedule 88-13, Department of Corrections, Community Corrections Centers

Davis introduced Stephanie Sullivan. The Department of Corrections requested Records Disposition Schedule 88-13 be amended. Approval of the amendments to Records Disposition Schedule 88-13 was moved by Currie and seconded by Smith.

Carter	aye
Currie	aye
Nallayahgari	aye
Smith	aye

Amendment to Records Disposition Schedule 89-04, Department of Corrections, Institutions

The Department of Corrections requested Records Disposition Schedule 89-04 be amended. Approval of the amendments to Records Disposition Schedule 89-04 was moved by Nallayahgari and seconded by Currie.

Carter	aye
Currie	aye
Nallayahgari	aye
Smith	aye

Amendment to Records Disposition Schedule 2003-05, Department of Health, County Health Departments

The Department of Health requested Records Disposition Schedule 2003-05 be amended. Approval of the amendments to Records Disposition Schedule 2003-05 was moved by Carter and seconded by Nallayahgari.

Carter	aye
Currie	aye
Nallayahgari	aye
Smith	aye

Amendment to Records Disposition Schedule 2017-01, Department of Career and Technology Education

The Department of Career and Technology Education requested Records Disposition Schedule 2017-01 be amended. Approval of the amendments to Records Disposition Schedule 2017-01 was moved by Smith and seconded by Carter.

Carter	aye
Currie	aye
Nallayahgari	aye
Smith	aye

Amendment to Records Disposition Schedule 2021-01, Board of Testing for Alcohol and Drug Influence

Davis introduced Joshua Smith. The Board of Testing for Alcohol and Drug Influence requested Records Disposition Schedule 2021-01 be amended. Approval of the amendments to Records Disposition Schedule 2021-01 was moved by Currie and seconded by Nallayahgari.

Carter	aye
Currie	aye
Nallayahgari	aye
Smith	aye

Records Disposition Authorization 2023-06, Department of Libraries, Oklahoma Corporation Commission

The Department of Libraries requested Records Disposition Authorization 2023-06 be approved. Approval of Records Disposition Authorization 2023-06 was moved by Carter and seconded by Nallayahgari.

Carter	aye
Currie	abstain
Nallayahgari	aye
Smith	aye

Records Disposition Authorization 2023-07, Department of Libraries, Mike Monroney Collection

The Department of Libraries requested Records Disposition Authorization 2023-07 be approved. Approval of Records Disposition Authorization 2023-07 was moved by Nallayahgari and seconded by Smith.

Carter	aye
Currie	abstain
Nallayahgari	aye
Smith	aye

Records Disposition Authorization 2023-08, Department of Libraries, Crude Production Reports

The Department of Libraries requested Records Disposition Authorization 2023-08 be approved. Approval of Records Disposition Authorization 2023-08 was moved by Carter and seconded by Nallayahgari.

Carter	aye
Currie	abstain
Nallayahgari	aye
Smith	aye

Records Disposition Authorization 2023-09, Department of Libraries, Office of the Chief Medical Examiner

The Department of Libraries requested Records Disposition Authorization 2023-09 be approved. Approval of Records Disposition Authorization 2023-09 was moved by Smith and seconded by Carter.

Carter	aye
Currie	abstain
Nallayahgari	aye
Smith	aye

Records Disposition Authorization 2023-10, Department of Health

The Department of Health requested Records Disposition Authorization 2023-10 be approved. Approval of Records Disposition Authorization 2023-10 was moved by Nallayahgari and seconded by Currie.

Carter	aye
Currie	aye
Nallayahgari	aye
Smith	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 11:27 a.m.

Natalie Currie, Vice Chair and Secretary
Oklahoma Department of Libraries

Archives and Records Management Department Activity Report

April 13, 2023 – July 12, 2023

State Archives

FY2023 Statistics

- Responded to 575 reference requests from state agency personnel and the public.
- Provided access to 11,555 corner records in response to 607 requests. Processed 8,779 new corner records filed by professional land surveyors.
- Uploaded 701 items to Archives.OK.Gov and 425 items to the Images of Oklahoma collection on Digital Prairie.
- Moved 756 GB of digital files from network drives to OU's OURRstore for preservation and reduced storage on the agency's network drive by 9.8 TB to reduce storage fees.
- Transferred 1,354 cubic feet of records from 14 state agencies to the State Records Center and destroyed 1,243 cubic feet of eligible records stored at the State Records Center.
- Updated 600 series from 44 records retention schedules as requested by 29 agencies.

Projects

- Recent uploads to Digital Prairie include five biennial reports, nineteen letters to Governor J. B. A. Robertson about coal strikes in 1919, and 288 newsletters by state agencies and Governor Raymond Gary.
- Continued participation in a cross-functional group to examine ODL's internal file storage practices and structure with the goal of migrating files to a single, shared location. (Vaughn)
- Completed a four-year project to reprocess 139 cubic feet of State Examiner and Inspector audit reports for county offices (Vaughn).
- Recent interesting research requests include a graduate student researching a German internment camp in Stringtown, Oklahoma in 1942-1945 and two Harvard students who spent a week researching Indian guardianship in Oklahoma from 1900 to 1930.
- Earned the Arrangement and Description certificate from the Society of American Archivists (Vaughn).

Records Management

- Provided records management training for state agency personnel of the District Attorney's Council. The session was attended by 26 individuals on April 14. (Green)

Outreach

- Participated in one Archives Hashtag Party on Twitter with the theme vacations (July).
- Attended the Society of Southwest Archivists annual meeting in Albuquerque on April 26-29 (Green, Vaughn).



State Records Center and Annex

- Transfers to the State Records Center include 585 cubic feet from the following agencies: Office of the Attorney General, State Auditor and Inspector, Corporation Commission, Oklahoma Employment Security Commission, Office of Juvenile Affairs, and OMES.
- Staff pulled 435 cubic feet of records for destruction from the following agencies: Auditor and Inspector, Corporation Commission, OMES, Physician Manpower Training Commission, Public Employees Retirement System, and State Senate.
- Facilitated the pick-up of 22 pallets of library materials by Internet Archive. This was part of a two-year project to assist the Office of Library Resources as they were weeding their collection.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA TAX COMMISSION

Motor Vehicle Division

Amendments to Records Disposition Schedule **84-01**

*** July 27, 2023 ***

Summary

Agency requests Introduction to the Schedule be amended.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA TAX COMMISSION

Motor Vehicle Division

Amendments to Records Disposition Schedule **84-01**

*** July 27, 2023 ***

On May 19, 2022, Governor Kevin Stitt signed HB 3419 into law, creating Service Oklahoma, with an effective date of May 19, 2022. The records of the Motor Vehicle Division of the Oklahoma Tax Commission were transferred to Service Oklahoma following the Act's approval.

This Consolidated Records Disposition Schedule encompasses the original schedule approved by the Archives and Records Commission January 18, 1984; an amendment approved January 15, 1986; two "Repeal and Replace" documents dated October 15, 1986 and January 14, 1987; and an Archives and Records Commission Resolution dated April 15, 1987. In accordance with an Archives and Records Commission Resolution of July 15, 1998, where applicable, references to the General Records Disposition Schedule have been updated to reflect current titles and series numbers.

Convenience or Reference Copies

Copies of records created for the user's convenience may be destroyed when they are no longer required for administrative purposes. Access restrictions, if any, apply to copies and originals alike. It is not necessary to request approval for destruction of convenience copies of records.

Record Format

Individual agencies, boards, commissions, and institutions shall maintain individual record series in the most efficient and cost-effective format consistent with sound records management principles, state and federal laws, rules and regulations, court decisions, and their individual records keeping needs.

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (75 O.S. §250 *et seq.*), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.

Information regarding requirements for specific record formats is located in the Introduction to the General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found at the Oklahoma Department of Libraries website.

All records, including temporary and permanent records, may be stored at the State Records Center, located at 426 E. Hill Street. For information regarding charges for these services, contact the Oklahoma Department of Libraries State Records Center.

ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYSTEM (OPERS) AND
UNIFORM RETIREMENT SYSTEM FOR JUSTICES AND JUDGES**

Amendment to Records Disposition Schedule **84-06**

*** July 27, 2023 ***

Summary

1-60 Agency requests series be added.

ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYSTEM (OPERS) AND
UNIFORM RETIREMENT SYSTEM FOR JUSTICES AND JUDGES**

Amendment to Records Disposition Schedule **84-06**

*** July 27, 2023 ***

Administration Division

1-60 **Member Call Recordings**

Description: This file contains call recordings from the Contact Center's Call Queue. These recordings are used for quality assurance for both Contact Center Representatives and Analysts/Specialists in Benefit Administration. Calls will remain on GoToConnect Administration Portal for no longer than 120 days.

Disposition: Retain until no longer required for administrative, quality assurance, and training purposes, then destroy.
Add to schedule, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule **88-03**

*** July 27, 2023 ***

Summary

7-31 Agency requests series be transferred to series 41-1.

7-33 Agency requests series be transferred to series 41-1.

7-34 Agency requests series be transferred to series 41-1.

7-61 Agency requests series be transferred to series 41-1.

Agency requests new division, "Environmental Planning Division," be created.

41-1 Agency requests series be added to the schedule. This series includes the transfer and incorporation of series 7-31, 7-33, 7-34, and 7-61.

41-2 Agency requests series be added to the schedule.

41-3 Agency requests series be added to the schedule.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

* July 27, 2023 *

Planning Division

7-31 **Public Hearings Transcripts** (Essential Record)

Description: ~~Files consist of transcripts of public hearings on proposed highway construction projects.~~

Volume: 4 cubic feet per year

Disposition: ~~Retain in office and microfilm on an annual basis. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.~~
Transfer to series 41-1, July 27, 2023

7-33 **Environmental Assessments Negative Declarations**

Description: ~~Records consist of reports, supporting documents, and correspondence which determines significance of impacts for highway construction projects.~~

Volume: 3 cubic feet per year

Disposition: ~~Retain in office and microfilm. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.~~
Transfer to series 41-1, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

* July 27, 2023 *

Planning Division

7-34 **Categorical Exclusions and Supporting Documentation** (Essential Record)

Description: ~~Files consist of documents stating that a project should be categorically excluded from any further environmental study due to the absence of any impacts of significance.~~

Volume: 5 cubic feet per year

Disposition: ~~Retain in office three (3) years, then microfilm. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.~~

Transfer to series 41-1, July 27, 2023

7-61 **Environmental Impact Statements and Supporting Documents**

Description: ~~Documents contain the reports and findings of the Environmental Impact Studies for highway construction projects state wide. Documents include correspondence, graphics, reports and consultant agreements.~~

Volume: 2 cubic feet per year

Disposition: ~~Retain hard copies in office three (3) years after completion of highway project, then microfilm. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after storing the master negative with the Records Management Division of the Oklahoma Department of Libraries, (3) after retaining at least one (1) user copy in the agency; and (4) provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

Transfer to series 41-1, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

* July 27, 2023 *

Environmental Programs Division

41-1 **Completed Environmental Documents (Essential Record)**

Description: Files consist of completed environmental documents containing all environmental studies, public involvement, and technical reports for all National Environmental Policy Act (NEPA) classes of action, including Environmental Impact Statements (EISs) with Records of Decision (ROD), Environmental Assessments (EAs) with the Findings of No Significant Impact (FONSI), and all classes of Categorical Exclusions (CEs). Records may also contain reports with environmental studies only for highway projects that did not require a Federal NEPA document but have studies required by state or federal laws.

Disposition: Retain permanently.
Transfer from series 7-31, 7-33, 7-34, 7-61, July 27, 2023

41-2 **Hazardous Materials Technical Reports**

Description: Files consist of completed hazardous materials technical reports/studies (such as Recon's, Initial Site Assessments, Preliminary/Subsurface Site Investigations, and Contaminated Materials Management Plans). Records may also contain reports with studies for highway projects that did not require a Federal National Environmental Policy Act document but have studies required by state or federal laws.

Disposition: Retain for twenty (20) years after the completion of project construction, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Add to schedule, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

* July 27, 2023 *

Environmental Programs Division

41-3 **Noise Mitigation Technical Reports**

Description: Files consisting of completed noise studies include Traffic Noise Model Files and Printouts (Existing, Future, Future No-Build (if required), and Barrier Analyses); Field data consisting of field records and sound level meter files, both instrument files and Excel format; and Traffic data spreadsheets along with the source of the traffic data used in the noise modeling (i.e., plan title sheet, ODOT traffic studies email or traffic analysis report).

Disposition: Retain for twenty (20) years after the completion of project construction, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Add to schedule, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

*** July 27, 2023 ***

Summary

Agency requests Introduction to schedule be amended.

1-12 Agency requests series be amended.

1-19 Agency requests series be amended.

1-22 Agency requests series be amended.

1-24 Agency requests series be amended.

1-27 Agency requests series be amended.

1-33 Agency requests series be amended.

2-2 Agency requests series be amended.

2-4 Agency requests series be amended.

3-1 Agency requests series be amended.

3-2 Agency requests series be amended.

3-7 Agency requests series be amended.

3-9 Agency requests series be amended.

3-13 Agency requests series be amended.

3-22 Agency requests series be amended.

3-34 Agency requests series be deleted from schedule. This record is no longer created. There is no backlog of records.

4-3 Agency requests series be amended.

3-51 Agency requests series be amended.

3-52 Agency requests series be amended.

3-53 Agency requests series be amended.

5-3 Agency requests series be amended.

5-4 Agency requests series be amended.

5-5 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

*** July 27, 2023 ***

- 5-8 Agency requests series be amended.
- 5-10 Agency requests series be amended.
- 5-14 Agency requests series be amended.
- 5-16 Agency requests series be amended.
- 5-19 Agency requests series be amended.
- 6-7 Agency requests series be amended.
- 6-9 Agency requests series be amended.
- 6-14 Agency requests series be amended.
- 6-18 Agency requests series be amended.
- 6-20 Agency requests series be amended.
- 6-26 Agency requests series be amended.
- 6-43 Agency requests series be amended.
- 7-1 Agency requests series be amended.
- 7-9 Agency requests series be amended.
- 7-15 Agency requests series be amended.
- 8-3 Agency requests series be amended.
- 9-6 Agency requests series be amended.
- 9-7 Agency requests series be amended.
- 9-9 Agency requests series be amended.
- 9-13 Agency requests series be amended.
- 9-14 Agency requests series be amended.
- 10-5 Agency requests series be amended.
- 10-6 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

*** July 27, 2023 ***

- 10-11 Agency requests series be amended.
- 10-15 Agency requests series be amended.
- 11-2 Agency requests series be amended.
- 14-1 Agency requests series be amended.
- 16-2 Agency requests series be amended.
- 16-4 Agency requests series be amended.
- 16-5B Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

*** July 27, 2023 ***

The authorized dispositions listed in this schedule (88-13) prescribe the minimum retention requirements for the records of ~~the following~~ any Community Corrections Centers (CCC) administered by the Department of Corrections: ~~Eddie Warrior CCC, Enid CCC, Clara Waters CCC, Lawton CCC, Union City CCC, and Northeast Oklahoma CCC.~~ Most records listed in this schedule may be destroyed only after a Notice of Intent to Destroy Records request has been submitted to and has been approved by the State Records Administrator or designee (Archives and Records Commission Rule and Regulation 201.1). The non record copies in the following record series may be destroyed without submitting prior notification: 1-7, 1-22, 1-24, 1-26, 1-27, 1-28, 1-29, 2-4, 3-7, 3-8, 3-10, 3-19, 3-20, 3-21, 3-29, 3-30, 3-32, 3-34, 3-42, 3-45, 3-47, 3-48, 3-49, 3-50, 4-2, 5-2, 5-12, 5-15, 6-7, 6-10, 6-11, 6-14, 6-17, 6-19, 6-20, 6-21, 6-22, 6-23, 6-24, 6-27, 6-43, 7-2, 7-4, 7-6, 7-7, 7-8, 7-9, 7-18, 7-25, 8-4, 8-5, 8-6, 8-7, 8-10, 8-11, 8-12, 8-14, 8-15, 8-18, 9-5, 9-10, 9-11, 9-12, 9-13, 9-15, 14-1, 14-2. Because all Community Corrections Centers do not file specific records in the same office (e. g. Administrator's Office), Section 1, Administrative Records, includes the Administrator, the Assistant Administrator, Facility Administrator, and their assistants. Each Community Corrections Center is charged with the responsibility of identifying who receives or creates the record copy of all series listed in this schedule and with assuring that it meets all disposition requirements as outlined in this schedule.

In cases where statutory provisions, court decisions, or Code of Federal Regulations (CFR), or other state and federal regulations prescribe retention periods longer than those listed in this schedule, the applicable statute, court decision, CFR, or other state and federal regulations shall govern the disposition of the records.

Because financial audits of a Community Corrections Center may include records in the Finance and Accounting unit of the Central Office of the Oklahoma Department of Corrections (ODOC), as well as those at CCCs, no records subject to audit may be destroyed until all audit requirements have been met both by the CCCs and by the Finance and Accounting unit of the Central Office. With regard to accounting practices and the payment of financial obligations, CCC payrolls are compiled by the Finance and Accounting unit of the Central Office, while expenditures involving miscellaneous claims or deposits and withdrawals from Inmate ~~Budgets~~ Trust Accounts (Series 15-1) are handled by accountants at the individual CCCs. All CCCs do not create or receive all records listed in this schedule. Where the schedule lists records that do not apply to an individual CCC, staff should ignore those records series.

In addition to financial audits, each Center is subject to an annual Operational Audit and an American Correctional Association (ACA) audit, which occurs every three years.

Because the Archives and Records Commission has already approved dispositions for most financial, personnel, and administrative records (General Records Disposition Schedule), several records created or received by the CCCs are not listed on this schedule. CCC staff should consult the General Records Disposition Schedule for guidance about the disposition of applicable records.

All references to the confidentiality of various records are based on ODOC Offender Management and Services Manual, Section 2, Privacy and Security, adopted October 1987.

This consolidated records disposition schedule encompasses the original schedule approved by the Archives and Records Commission July 13, 1988; and all subsequent amendments approved by the Archives and Records Commission January 16, 1991, July 24, 2003, October 23, 2003, April 28, 2005,

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DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

*** July 27, 2023 ***

January 26, 2006, April 26, 2007, October 18, 2007, April 18, 2013, February 25, 2021, and April 27, 2023.

Convenience or Reference Copies

Copies of records created for the user's convenience may be destroyed when they are no longer required for administrative purposes. Access restrictions, if any, apply to copies and originals alike. It is not necessary to request approval for destruction of convenience copies of records.

Record Format

Individual agencies, boards, commissions, and institutions shall maintain individual record series in the most efficient and cost-effective format consistent with sound records management principles, state and federal laws, rules and regulations, court decisions, and their individual records keeping needs.

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (75 O.S. §250 *et seq.*), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.

Information regarding requirements for specific record formats is located in the Introduction to the General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found at the Oklahoma Department of Libraries website.

All records, including temporary and permanent records, may be stored at the State Records Center, located at 426 E. Hill Street. For information regarding charges for these services, contact the Oklahoma Department of Libraries State Records Center.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

*** July 27, 2023 ***

Administration/Administrative Records

1-12 Fire Equipment Inspection Reports

Description: Monthly record of tests of fire extinguishers and fire hoses and inspections of buildings for fire hazards. Agency office of record is Maintenance (Series 10-16).

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-19 Minor Injury Reports

Description: ~~Reports from~~ ODOC Form 060212A completed by staff members and inmates regarding "minor injuries" at the CCC.

Disposition: Retain in office one (1) year, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

1-22 Shift Key Control Forms

Description: Documents listing the locations of keys and restraints. the shift supervisor inspects the locations and notes any missing or broken items. Agency office of record is Chief of Security (Series 5-1).

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

* July 27, 2023 *

Administration/Administrative Records

1-24 **Parole Procedures File**

Description: Files pertain to parole procedures and contain memos and DOC policy guidelines. Agency office of record is Records Officer (Series 4-2).

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-27 **Training Check Lists (Inactive)**

Description: Contains the same types of documents as Series 1-26.

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-31 **Budget Files**

Description: File consists of work papers used to compile annual budget requests and copies of DOC budgets as approved by the Legislature and the Governor.

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

* July 27, 2023 *

Administration/Administrative Records

1-33 **Racial Analysis of Housing Assignments**

Description: Quarterly reports compiled by Case Manager Supervisors of "white, black, Native American, and other" ~~residents~~ inmates residing at the CCCs. Reports are compiled to ensure that housing at the CCCs remains within the guidelines established by federal courts.

Disposition: Retain in office three (3) years, then transfer to the State Archives for permanent preservation.

2-2 **Compensatory Time Files** (Record Copy)

Description: Monthly record of compensatory time accrued and taken by Center employees.

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office until three (3) years after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

2-4 **C. O. Schedules**

Description: Listing of work shift assignments for correctional officers. Agency office of records is Chief of Security (Series 5-3).

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

* July 27, 2023 *

Administration/Inmate Records

3-1 **Consolidated Record Cards** Confidential Record

Description: ~~Copies of ODOC Form 060211H~~ Form completed for all inmates summarizing their movements in the corrections system from incarceration to discharge, parole or reassignment. Information includes inmates' names, sex, heights, weights, and CRF numbers. Agency office of record is Records Officer (Series 4-1).

Disposition: Retain in office until three (3) years after inmate is discharged, paroled or otherwise released from the CCC, then destroy.

3-2 **Inmate Folders** Confidential Record

Description: Files for all inmates containing copies of photographs, orientation packets, visitors lists, and other documents pertaining to incarceration. Agency office of record is Records Officer (Series 4-4).

Disposition: Retain in office until three (3) years after ~~resident~~ inmate is discharged, paroled or otherwise released from the CCC, then destroy.

3-7 **Requests for Death Certificates** Confidential Record

Description: ODOC form ~~060121A~~ 060212A used to request copies of death certificates for former ~~residents~~ inmates.

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

3-9 **Initial Intake Forms** Confidential Record

Description: Standard ODOC forms used to record initial data on ~~residents~~ inmates. Information includes inmates' names, sex, ethnic origins, medication data, and any special or dietary problem.

Disposition: Retain in CCC and file in Field File (Series 4-1).

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

* July 27, 2023 *

Administration/Inmate Records

3-13 **Activity Request Forms** Confidential Record

Description: Copies of documents signed by inmates desiring to participate in CCC programs. Information includes program titles, dates programs will be held, names of staff members who will supervise program activities, and any applicable remarks. Agency office of record is Chief of Security Case Manager (Series 5-22).

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

3-22 **Record of Events** (Record Copy) Confidential Record

Description: Daily record of any unusual or significant occurrences at the Center. Data includes occurrence times, description of incidents, and actions taken to deal with them.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

3-34 ~~**Trusty Supply Records**~~

Description: ~~Weekly statistical reports listing the amounts of toothpaste, soap, T-shirts, and other toiletries and clothing items issued to new inmates. Agency office of record is Correctional Officers' Files (Series 6-5).~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~
Delete from schedule, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

* July 27, 2023 *

Administration/Inmate Records

3-51 **Certificates of Parole**

Description: Copies of Certificates of Parole. The state office of record is the Oklahoma Secretary of State (Schedule 78-06, Series 1-3).

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office and file in Field File (Series 4-1).

3-52 **Pre-Parole Status Reports** Confidential Record

Description: ~~ODOC Form 060205B~~ File compiled by case managers and submitted to the ODOC Pardon and Parole Coordinator advising its members about inmate behavior between the time they were recommended for clemency and approval or denial by the Governor. The state office of record is the Pardon and Parole Board.

Disposition: Retain in CCC and file in Field File (Series 4-1).

3-53 **Challenge of Criminal History Records** Confidential Record

Description: ODOC Form ~~060211N~~ 060212C filed by inmates or former inmates challenging the accuracy of information maintained in their files.

Disposition: Retain in CCC and file in Field File (Series 4-1).

Records Officer

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

*** July 27, 2023 ***

4-3 **Field Manual Review Files** (Record Copy)

Description: Files pertain to annual reviews of departmental Field Manual and contain memoranda and supporting documentation.

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials three (3) or more years old no longer required for administrative purposes.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

* July 27, 2023 *

Chief of Security

5-3 **C. O. Schedules** (Record Copy)

Description: Listing of work shift assignments for correctional officers.

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office three (3) years, then destroy.

5-4 **Accountability Records** Confidential Record

Description: Hourly record of the status of inmates at the CCC compiled by correctional officers. Data includes ~~resident~~ inmate names, room numbers, and hourly locations (on escorted leave, in jail, in room, etc.).

Disposition: Retain in office three (3) years, then destroy.

5-5 **Activity Rosters** Confidential Record

Description: Documents signed by inmates desiring to participate in CCC programs. Information includes program titles, dates programs will be held, names of staff members who will supervise program activities, and any applicable remarks.

Disposition: Retain in office ~~two (2)~~ three (3) years, then destroy.

5-8 **Escape Files** Confidential Record

Description: Files consist of copies of letters to ODOC Director notifying him/her that ~~residents~~ inmates have escaped from the CCCs, as well as reports on the escapes and documentation relating to actions taken to recapture escapees and to prevent future escapes.

Disposition: Retain in office three (3) years, then destroy.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

* July 27, 2023 *

Chief of Security

- 5-10 **Inmate Pick-Up Lists** Confidential Record
- Description: Files pertain to requests for inmate transportation back to the CCC. Data includes inmate names; locations; times calls were received, drivers sent, return times; and initials of correctional officers who responded to the requests.
- Disposition: Retain in office ~~three (3)~~ two (2) years, then destroy.
-
- 5-14 **Sign-Out Rosters** Confidential Record
- Description: ~~ODOC Form 140006~~ Forms pertaining to ~~residents~~ inmates who leave the CCC. Information includes inmate signatures, times out and in, destinations, purposes of the trip, and staff who accompanied them.
- Disposition: Retain in office three (3) years, then destroy.
-
- 5-16 **Inmate Personal Property Inventories** Confidential Record
- Description: ~~ODOC Form 070003~~ Forms listing personal property belonging to ~~residents~~ inmates.
- Disposition: Retain in office and destroy two (2) years after inmate has been discharged, paroled, or otherwise leaves the CCC.
-
- 5-19 **Apprehension File (Confidential Record 12 O.S. §2510)**
- Description: Contains the same types of documents and data as Series 5-18, as well as additional materials pertaining to capture of escapees and subsequent legal actions. Record copy is maintained in Schedule 81-14, Series 6-4.
- Volume: ~~less than one (1) cubic foot per year~~
- Disposition: Retain in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

* July 27, 2023 *

Correctional Officer Files

6-7 **Inmate Rosters** Confidential Record

Description: Monthly reports of ~~residents~~ inmates assigned to case managers. Data includes transaction dates, inmate names, periods covered by reports, and facility names. Agency office of record is Administration (Series 3-15).

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

6-9 **Training Check Lists (Inactive)**

Description: Contains the same types of documents as Series 6-8.

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office two (2) years, then destroy.

6-14 **C. O. Schedules**

Description: Listing of work shift assignments for correctional officers. Agency office of record is Chief of Security (Series 5-3).

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

6-18 **Population Counts**

Description: Reports compiled at the beginning of each eight-hour shift listing the number of inmates assigned to the CCC and the number of them assigned to work release programs, ~~servicing as trusty~~, under house arrest, and in other reporting categories.

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Chief of Security (Series 5-20).

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

* July 27, 2023 *

Correctional Officer Files

6-26 **Property Lists** Confidential Record

Description: Listing of inmate personal property in possession of correctional officers. Data includes property descriptions, names of inmates, and dates property was received and returned.

Disposition: Retain in office and destroy individual lists one (1) year after applicable ~~resident~~ inmate has been discharged, transferred, or otherwise left the CCC.

6-43 **Lists of Children Approved for Visitation** (Record Copy)

Description: Letter sized documents listing the names of children and their parents approved for visitations, as well as applicable dates.

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

* July 27, 2023 *

Case Manager Files

7-1 **Inmate Orientation Schedules**

Description: Weekly reports (~~DOC Form 2-2152~~) compiled by case managers listing names of new inmates, job assignments, and the names of the case managers assigned to them.

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).

7-9 **Notices of Inmate Status Change and/or Additional Credit** Confidential Record

Description: ~~DOC~~ ODOC Form ~~024010~~ 060205B used to apprise the Pardon and Parole Board of changes in inmate status that may affect scheduled docket dates. Original record is forwarded to the Pardon and Parole Board (Schedule 87-24, Series 1-7).

Disposition: Transfer original record to Pardon and Parole Board and destroy copies when no longer required for administrative purposes.

7-15 **Referral Forms** Confidential Record

Description: Record of referrals of inmates to community service organizations (e.g., Alcoholics Anonymous, family counseling, veterans groups) or to other ODOC institutions or programs. Data includes ~~resident~~ inmate names, reasons for referrals, and referral dates.

Disposition: Retain in office until no longer required for administrative purposes, then transfer record copy to Records Officer for inclusion in Field File (Series 4-1) and one (1) copy to Administration (Series 3-24).

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

*** July 27, 2023 ***

Case Manager Supervisor Files

8-3 **Interview Questionnaires** (Record Copy)

Description: Questionnaires completed by applicants for case manager positions. Data includes applicant names, educational backgrounds, and answers to standard questions.

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Administration.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule 88-13

* July 27, 2023 *

CCC Food Service

9-6 **Temperature Control Sheets**

Description: Record of temperatures inside freezers and refrigerators. Temperatures are checked three times each day and recorded on these forms and on Record of Events (Series 5-11).

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office three (3) years, then destroy.

9-7 **Daily Sanitation Check List (Record Copy)**

Description: Record of Food Service daily inspections of kitchen equipment, floors, tables, trash cans, and other areas relating to food storage, preparation, and disposal.

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office three (3) years, then destroy.

9-9 **Food Service Inspection Sheet (Record Copy)**

Description: Daily inspection forms completed by Security staff listing the conditions of food service equipment, servers, storage areas, preparation areas, and safety procedures.

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office three (3) years, then destroy.

9-13 **Food Check List**

Description: Listing of food removed from storage for food service use.

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

*** July 27, 2023 ***

CCC Food Service

9-14 **Monthly Inventory Records**

Description: Records used to monitor the consumption and disposition of food items. Documents include Master Menu substitution Records, Master Menus, Meals Served Forms, Food Cost Reports, and Monthly Inventory Report Forms.

~~Volume:~~ ~~1 cubic foot per year~~

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

* July 27, 2023 *

CCC Maintenance Unit

10-5 **Bacterial Inspection of Water Reports**

Description: Copies of water quality inspection forms completed by city-county health department inspectors. Data includes inspection dates, types of tests (e.g., regular sample, one test, or ice), and test results.

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office three (3) years, then destroy.

10-6 **Boiler Inspection Reports**

Description: Results of daily inspections of all boilers. Data includes inspection times, steam pressure, and boiler stack temperatures.

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office until three (3) years after boiler has been removed from service, then destroy provided no legal actions are pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements.

10-11 **Tool Inventories**

Description: Monthly listing of tools assigned to maintenance unit.

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office three (3) years, then destroy.

10-15 **Maintenance Inventory**

Description: Monthly record of supplies on hand. Data: Report dates, description of supplies, and amounts on hand.

~~Volume: less than 1 cubic foot per year~~

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. then destroy. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

* July 27, 2023 *

CCC Property Officer Records

11-2 **Unclaimed Property List** Confidential Record

Description: Listing of unclaimed personal property.

~~Volume:~~ ~~less than 1 cubic foot per year~~

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

Volunteer Program

14-1 **Job Descriptions**

Description: Listing of job descriptions for volunteer positions.

~~Volume:~~ ~~1 cubic foot per year~~

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Corrections Centers
Amendments to Records Disposition Schedule **88-13**

* July 27, 2023 *

Security Investigation

16-2 **Facility Audits**

Description: Reviews and audits of facilities to ensure compliance with departmental facility policy and procedure, including any checklists and/or narrative format.

~~Volume:~~ ~~two (2) cubic feet per year~~

Disposition: Retain in office for five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

16-4 **Inmate Fingerprint Cards**

Disposition: Surplus inmate fingerprint cards furnished to the Federal Bureau of Investigation or Oklahoma State Bureau of Investigation. Record copy is kept in Series 4-1 "Field Files".

~~Volume:~~ ~~two (2) cubic feet per year~~

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

16-5B **Crime Alert Publication (Restricted Access 5 USC §552 (b) & 74 O.S. §3113)
(Convenience Copy)**

Description: Reference and convenience copies of records in Series 16-5A.

~~Volume:~~ ~~sixteen (16) cubic feet per year~~

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS

Private Prison Industry Board

Amendments to Records Disposition Schedule **88-16**

*** July 27, 2023 ***

Summary

Agency requests Introduction to schedule be amended.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Private Prison Industry Board
Amendments to Records Disposition Schedule **88-16**

*** July 27, 2023 ***

The Private Prison Industry Board was created in October 1977 with the approval of H.B. 1105. The statute was repealed in 1990 with the approval of H.B. 1769.

This Consolidated Records Disposition Schedule encompasses the original schedule approved by the Archives and Records Commission July 13, 1988. In accordance with an Archives and Records Commission Resolution of July 15, 1998, where applicable, references to the General Records Disposition Schedule have been updated to reflect current titles and series numbers.

Convenience or Reference Copies

Copies of records created for the user's convenience may be destroyed when they are no longer required for administrative purposes. Access restrictions, if any, apply to copies and originals alike. It is not necessary to request approval for destruction of convenience copies of records.

Record Format

Individual agencies, boards, commissions, and institutions shall maintain individual record series in the most efficient and cost effective format consistent with sound records management principles, state and federal laws, rules and regulations, court decisions, and their individual records keeping needs.

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (75 O.S. §250 *et seq.*), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.

Information regarding requirements for specific record formats is located in the Introduction to the General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found at the Oklahoma Department of Libraries website.

All records, including temporary and permanent records, may be stored at the State Records Center, located at 426 E. Hill Street. For information regarding charges for these services, contact the Oklahoma Department of Libraries State Records Center.

ARCHIVES AND RECORDS COMMISSION

STATE REGENTS FOR HIGHER EDUCATION
Amendments to Records Disposition Schedule **90-03**

*** July 27, 2023 ***

Summary

- 7-9 Agency requests series be amended.
- 7-17 Agency requests series be amended.
- 7-23 Agency requests series be amended.
- 7-29 Agency requests series be added to the schedule.
- 9-5B Agency requests series be amended.
- 9-7 Agency requests series be added to the schedule.

ARCHIVES AND RECORDS COMMISSION

STATE REGENTS FOR HIGHER EDUCATION

Amendments to Records Disposition Schedule 90-03

* July 27, 2023 *

Core/Legal

7-9 **Human Resources Policy**

Description: This file contains policies and law pertaining to employment, specifically within the State Regents System.

~~Volume:~~ ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office Permanently.~~
Retain in office seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

7-17 **University Attorneys**

Description: This file contains internal memoranda, incoming and outgoing correspondence, publications relating to college and university attorneys, authority to hire, and use of outside counsel services used by the State Regents.

~~Volume:~~ ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office Permanently.~~
Retain in office seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

7-23 **Academic Affairs Partners in Education**

Description: File contains documents related to Technology Center, Council of President (COP), Council on Instruction (COI), Council on Student Affairs (COSA), and State Department of Education (SDE).

~~Volume:~~ ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office permanently.~~
Retain in office seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

STATE REGENTS FOR HIGHER EDUCATION

Amendments to Records Disposition Schedule 90-03

* July 27, 2023 *

Core/Legal

7-29 **Reach Higher Degree Programs**

Description: File contains incoming and outgoing correspondence, memorandum of understanding, scholarship applications and reimbursement records as related to the Reach Higher degree completion programs.

Disposition: Retain in office seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirement.

Add to schedule, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

STATE REGENTS FOR HIGHER EDUCATION

Amendments to Records Disposition Schedule 90-03

* July 27, 2023 *

Scholarships and Grants

9-5B **Scholars for Excellence in Child Care (SECC) (Confidential Record 74 O.S. § 3113)**

Description: File Contains correspondence, information regarding the Technology Centers and Bachelors scholarship applications, award letters, verification of income eligibility, enrollment, transcripts, ~~Temporary Assistance for Needy Families (TANF) financial documents, TANF invoices, TANF Check requests, and TANF payment Vouchers~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: Retain in office fifteen (15) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal action are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirement.

9-7 **Temporary Assistance for Needy Families (TANF) (Confidential Record 74 O.S. § 3113)**

Description: File contains monthly invoices, reports, renewal applications, check requests, and budget requests.

Disposition: Retain in office seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirement.

Add to schedule, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA HOUSING FINANCE AGENCY
Amendments to Records Disposition Schedule **2000-04**

*** July 27, 2023 ***

Summary

- 1-10 Agency requests new series be added to the schedule.
- 1-11 Agency requests new series be added to the schedule.
- 1-12 Agency requests new series be added to the schedule.
- 1-13 Agency requests new series be added to the schedule.
- 1-14 Agency requests new series be added to the schedule.
- 2-2 Agency requests new series be added to the schedule.
- 2-3 Agency requests new series be added to the schedule.
- 2-4 Agency requests new series be added to the schedule.
- 2-5 Agency requests new series be added to the schedule.
- 2-6 Agency requests new series be added to the schedule.
- 2-7 Agency requests new series be added to the schedule.
- 2-8 Agency requests new series be added to the schedule.
- 2-9 Agency requests new series be added to the schedule.
- 2-10 Agency requests new series be added to the schedule.
- Agency requests new division, "Special Programs," be added to the schedule.
- 9-1 Agency requests new series be added to the schedule.
- 9-2 Agency requests new series be added to the schedule.
- 9-3 Agency requests new series be added to the schedule.
- 9-4 Agency requests new series be added to the schedule.
- 9-5 Agency requests new series be added to the schedule.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA HOUSING FINANCE AGENCY
Amendments to Records Disposition Schedule 2000-04

* July 27, 2023 *

Housing Development Team

1-10 **National Housing Trust Fund Program – Reimbursement Records**
(Confidential Record 5 USC 552A)

Description: Reimbursement records and support documentation. Records include reimbursement requests with support documentation (invoices, receipts, general ledger, voided checks, budget forms, lender income analysis, profit and loss statements, rent and expense forms, cash flow analysis, performance forms and construction cost details) and voucher documentation.

Disposition: Retain in office five (5) years, then destroy, provided all reimbursement reports are processed and the Grantee has received the requested funds. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. {24 CFR 93.407}
Add to schedule, July 27, 2023

1-11 **National Housing Trust Fund Program – Bank Information**
(Confidential Record 5 USC 552A)

Description: National Housing Trust Fund Program Electronic Funds Transfer (EFT) and Wire Information files. Records include Electronic Funds Transfer and Wire Authorizations, Net Connect/Exchange Documentation, EFT and Wire Reports, Bank Statements, and additional bank information and correspondence.

Disposition: Retain in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. {24 CFR 93.407}
Add to schedule, July 27, 2023

1-12 **National Housing Trust Fund Program – Grantee Audits**
(Confidential Record 5 USC 552A)

Description: National Housing Trust Fund Program Applicant and Grantee Audits.

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. {24 CFR 93.407}
Add to schedule, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA HOUSING FINANCE AGENCY
Amendments to Records Disposition Schedule 2000-04

* July 27, 2023 *

Housing Development Team

1-13 **Housing Opportunities for Persons with AIDS (HOPWA) – Contract Files (Confidential Record 5 USC 552A) (Record Copy)**

Description: Written Agreements relating to the administration of the HOPWA program. Records include applications, correspondence, performance reports, monitoring reports, affordability documentation, and financial reports.

Disposition: Retain in office four (4) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. {24 CFR 574.530}
Add to schedule, July 27, 2023

1-14 **Housing Opportunities for Persons with AIDS (HOPWA) – Rejected Applications (Confidential Record 5 USC 552A) (Record Copy)**

Description: Files include rejected applications, review sheets, and correspondence.

Disposition: Retain in office four (4) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. {24 CFR 574.530}
Add to schedule, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

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Home Team

2-2 **Home Investment Partnership Program – Reimbursement Records
(Confidential Record 5 USC 552A)**

Description: Reimbursement records and support documentation. Records include reimbursement requests with support documentation (invoices, receipts, general ledger, voided checks, budget forms, lender income analysis, profit and loss statements, rent and expense forms, cash flow analysis, performance forms and construction cost details) and voucher documentation.

Disposition: Retain in office five (5) years, then destroy, provided all reimbursement reports are processed and the Grantee has received the requested funds. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. {24 CFR 92.508}
Add to schedule, July 27, 2023

2-3 **Home Investment Partnership Program – Bank Information
(Confidential Record 5 USC 552A)**

Description: HOME Investment Partnership Program Electronic Funds Transfer (EFT) and Wire Information files. Records include Electronic Funds Transfer and Wire Authorizations, Net Connect/Exchange Documentation, EFT and Wire Reports, Bank Statements, and additional bank information and correspondence.

Disposition: Retain in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. {24 CFR 92.508}
Add to schedule, July 27, 2023

2-4 **Home Investment Partnership Program – Grantee Audits
(Confidential Record 5 USC 552A)**

Description: HOME Investment Partnership Program Applicant and Grantee Audits.

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Add to schedule, July 27, 2023

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Home Team

2-5 **Home Investment Partnership Program – Match Documentation
(Confidential Record 5 USC 552A)**

Description: HOME Investment Partnership Program Match Documentation.

Disposition: Retain in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. {24 CFR 92.508}
Add to schedule, July 27, 2023

2-6 **Home Investment Partnership Program – American Rescue Plan (HOME-ARP) – Contract Files (Confidential Record 5 USC 552A) (Record Copy)**

Description: Files include application files of tenants who received OHFA approved funding for HOME ARP. Records include HOME ARP applications, market studies, appraisals, financial statements, threshold criteria documentation, selection criteria documentation and financial performance documentation. File also contains the loan documents, application, written agreement, correspondence, performance reports and affordability documentation.

Disposition: Retain in office five (5) years after the project completion date, except records of individual tenant income verifications, project rents and project inspections, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
For records of individual tenant income verifications, project rents and project inspections: Retain in office until five (5) years after the affordability period terminates, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. {24 CFR 92.508}
Add to schedule, July 27, 2023

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2-7 **Home Investment Partnership Program – American Rescue Plan (HOME-ARP) – Rejected Applications (Confidential Record 5 USC 552A)**

Description: Rejected application files. Records include project descriptions, affordable housing strategy, market analysis, pre-development activity descriptions, applicant certifications, budget forms, lender income analysis, profit and loss statements, rent and expense forms, cash flow analysis, performance forms, and construction cost details.

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. {24 CFR 92.508}

Add to schedule, July 27, 2023

2-8 **Home Investment Partnership Program – American Rescue Plan (HOME-ARP) - Reimbursement Records (Confidential Record 5 USC 552A)**

Description: Reimbursement records and support documentation. Records include reimbursement requests with support documentation (invoices, receipts, general ledger, voided checks, budget forms, lender income analysis, profit and loss statements, rent and expense forms, cash flow analysis, performance forms and construction cost details) and voucher documentation.

Disposition: Retain in office five (5) years, then destroy, provided all reimbursement reports are processed and the Grantee has received the requested funds. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. {24 CFR 92.508}

Add to schedule, July 27, 2023

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2-9 **Home Investment Partnership Program – American Rescue Plan (HOME-ARP) – Bank Information (Confidential Record 5 USC 552A)**

Description: HOME ARP Program Electronic Funds Transfer (EFT) and Wire Information files. Records include Electronic Funds Transfer and Wire Authorizations, Net Connect/Exchange Documentation, EFT and Wire Reports, Bank Statements, and additional bank information and correspondence.

Disposition: Retain in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. {24 CFR 92.508}
Add to schedule, July 27, 2023

2-10 **Home Investment Partnership Program – American Rescue Plan (HOME-ARP) – Grantee Audits (Confidential Record 5 USC 552A)**

Description: HOME ARP Program Applicant and Grantee Audits.

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. {24 CFR 92.508}
Add to schedule, July 27, 2023

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Special Programs

9-1 **Homeowner Assistance Fund (HAF) – Department of Treasury
(Confidential Record 5 USC 552A)**

Description: All documents relating to the administration of the Homeowner Assistance Fund (HAF) including applications (approved and rejected), correspondence, eligibility determinations, etc. and all financial records relating to the disbursement of HAF funds including Electronic Funds Transfer (EFT) and Wire information files, bank statements/reconciliations, and reports to Treasury.

Disposition: Retain in office five (5) years after all award funds have been expended or returned to Treasury, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Add to schedule, July 27, 2023

9-2 **Richard S. Lillard Emergency Housing Assistance Fund (Confidential Record 5 USC 552A)**

Description: All documents relating to the administration of the Richard S. Lillard Emergency Housing Assistance Fund including applications, eligibility determinations, and disbursement of funds records.

Disposition: Retain in office three (3) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Add to schedule, July 27, 2023

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Special Programs

9-3 Oklahoma Housing Stability Program – Homebuilder Subsidy for Homeownership Program (Confidential Record 5 USC 552A)

Description: All documents relating to the administration of the Oklahoma Housing Stability Program - Homebuilder Subsidy for Homeownership Program, including applications, eligibility determinations, and disbursement of funds records.

Disposition: Retain in office three (3) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Add to schedule, July 27, 2023

9-4 Oklahoma Housing Stability Program – Developer Subsidy for Rental Housing Program (Confidential Record 5 USC 552A)

Description: All documents relating to the administration of the Oklahoma Housing Stability Program - Developer Subsidy for Rental Housing Program, including applications, eligibility determinations, and disbursement of funds records.

Disposition: Retain in office three (3) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Add to schedule, July 27, 2023

9-5 Oklahoma Housing Stability Program – Consumer Down Payment and Closing Cost Assistance Program (Confidential Record 5 USC 552A)

Description: All documents relating to the administration of the Oklahoma Housing Stability Program - Consumer Down Payment and Closing Cost Assistance Program, including applications, eligibility determinations, and disbursement of funds records.

Disposition: Retain in office three (3) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Add to schedule, July 27, 2023

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Summary

- 1-8 Agency requests series be amended.
- 1-10 Agency requests series be amended.
- 1-24 Agency requests series be amended.
- 1-26 Agency requests series be amended.
- 1-28 Agency requests series be amended.
- 1-30 Agency requests series be amended.
- 1-32 Agency requests series be amended.
- 1-34 Agency requests series be amended.
- 1-36 Agency requests series be amended.
- 1-38 Agency requests series be amended.
- 1-40 Agency requests series be amended.
- 1-42 Agency requests series be amended.
- 1-44 Agency requests series be amended.
- 1-46 Agency requests series be amended.
- 1-51 Agency requests series be amended.
- 1-52 Agency requests series be amended.
- 1-55 Agency requests series be amended.
- 1-60 Agency requests series be amended.
- 1-63 Agency requests series be amended.
- 1-64 Agency requests series be amended.
- 1-65 Agency requests series be amended.
- 1-66 Agency requests series be amended.
- 1-67 Agency requests series be amended.
- 1-68 Agency requests series be added to its schedule.

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1-69 Agency requests series be added to its schedule.

1-70 Agency requests series be added to it schedule.

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1-8 **Pawnbroker License File (Essential Record 67 O.S. §203(e))**
(Confidential Record 74 O.S. §3113)

Description: File for each licensed pawnbroker containing application, surety bond, appointment of statutory agent forms, and personal affidavits.

Volume: ~~fourteen (14) cubic feet per year~~

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~
Retain seven (7) years, then destroy.

1-10 **Supervised Lenders File (Essential Record 67 O.S. §203(e))**
(Confidential Record 74 O.S. §3113)

Description: File for each licensed supervised lender containing application, surety bond, social security number, appointment of statutory agent forms, and related correspondence.

Volume: ~~seventy (70) cubic feet per year~~

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~
Retain seven (7) years, then destroy.

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1-24 **Precious Metal Dealer File (Essential Record 67 O.S. §203 (e))**
(Confidential Record 74 O.S. §3113)

Description: File for each licensed precious metal dealer and/or precious metal employee containing original application, fingerprints, surety bond, and annual license renewal application form.

Volume: less than 1 cubic foot per year

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~
Retain seven (7) years, then destroy.

1-26 **Mortgage Broker License File (Essential Record 67 O.S. §203 (e))**
(Confidential Record 74 O.S. §3113)

Description: File for each licensed mortgage broker containing original applications, social security numbers, personal affidavits, statutory agent forms, brokerage agreements, trust accounts, and correspondence.

Volume: eight (8) cubic feet per year

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~
Retain seven (7) years, then destroy.

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1-28 **Credit Services Organization License File (Essential Record 67 O.S. §203 (e))**
(Confidential Record 74 O.S. §3113)

Description: File for licensed credit service organizations. Records include applications, social security numbers, personal affidavits, surety bonds, appointment of statutory agent forms, copies of business forms, documents establishing entry, and related correspondence.

Volume: one (1) cubic foot per year

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~
Retain seven (7) years, then destroy.

1-30 **Credit Services Organization Examination File (Essential Record 67 O.S. §203 (e))**
(Confidential Record 24 O.S. § 146 (A))

Description: File for credit services organizations containing yearly reports by Department of Consumer Credit examiners to determine compliance with regulations, and related correspondence.

Volume: one (1) foot per year

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become five (5) years old.~~
Retain five (5) years, then destroy.

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- 1-32 **Credit Services Organization Confidential Records File**
(Confidential Record OAC: 160:30-11-1(c)) (Essential Record 67 O.S. §203 (e))
- Description: File contains confidential financial statements, Oklahoma State Bureau of Investigation (OSBI) background reports, and confidential correspondence for licensed credit services organizations.
- Volume: one (1) foot per year
- Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old;~~ Retain seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
- 1-34 **Pawnbroker Confidential Records File (Essential Record 67 O.S. §203 (e))**
(Confidential Record OAC: 160:15-9-1(c))
- Description: File contains confidential financial statements, Oklahoma State Bureau of Investigation (OSBI) background reports, and confidential correspondence for licensed Pawnbrokers.
- Volume: two (2) cubic feet per year
- Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old;~~ Retain seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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1-36 **Supervised Lender Confidential Records File (Confidential Record 14A O.S. §3-506(1), OAC: 160:65-9-1 (c)) (Essential Record 67 O.S. §203 (e))**

Description: File contains confidential financial statements, Oklahoma State Bureau of Investigation (OSBI) background reports, and confidential correspondence for licensed supervised lenders.

Volume: seventeen (17) cubic feet per year

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~ Retain seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

1-38 **Mortgage Broker Confidential Records File (Essential Record 67 O.S. §203 (e)) (Confidential Record OAC: 160:55-9-1(c))**

Description: File contains confidential financial statements, Oklahoma State Bureau of Investigation (OSBI) background reports, and confidential correspondence for licensed mortgage brokers.

Volume: eight (8) cubic feet per year

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~ Retain seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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- 1-40 **Precious Metal Dealer Confidential Records File**
(Confidential Record OAC: 160:60-9-1(c)) (Essential Record 67 O.S. §203 (e))
- Description: File contains Oklahoma State Bureau of Investigation (OSBI) background reports, and confidential correspondence for licensed precious metal dealers and/or precious metal employees.
- Volume: one (1) cubic foot per year
- Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~ Retain seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
- 1-42 **Health Spa Registration Confidential Records File**
(Confidential Record OAC: 160:50-15-1.1(c)) (Essential Record 67 O.S. §203 (e))
- Description: File contains Oklahoma State Bureau of Investigation (OSBI) background reports, and confidential correspondence for registered health spas.
- Volume: one (1) cubic foot per year
- Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~ Retain seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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1-44 **Health Spa Registration File (Essential Record 67 O.S. §203(e))
(Confidential Record 74 O.S. §3113)**

Description: File for registered health spa containing original application, social security number, surety bond or letter of credit, appointment of statutory agent forms, and annual registration renewal application form.

Volume: one (1) cubic foot per year

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~
Retain seven (7) years, then destroy.

1-46 **Rent To Own License File (Essential Record 67 O.S. §203(e))**

Description: File for licensed rent to own. Records include applications, personal affidavits, appointment of resident agent forms, copies of business forms, documents establishing entity and related correspondence.

Volume: two (2) cubic feet per year

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~
Retain seven (7) years, then destroy.

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1-51 **Deferred Deposit License File (Essential Record 67 O.S. §203(e))
(Confidential Record 74 §3113)**

Description: File for each Deferred Deposit License contains applications, social security numbers, personal affidavits, financial statement, resident agent form, state license inquiring forms, documents establishing entity, business forms, and pictures of establishment.

Volume: ~~eight (8) cubic feet per year~~

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~
Retain seven (7) years, then destroy.

1-52 **Deferred Deposit Examination File (Confidential Record 59 O.S. § 3114(A))
(Essential Record 67 O.S. §203(e))**

Description: File contains financial statement, examinations, and correspondence from licensee regarding examinations performed by Department of Consumer Credit examiners.

Volume: ~~eight (8) cubic feet per year~~

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~
Retain seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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1-55 **Mortgage Loan Originator Files (Essential Record 67 O.S. §203 (e))
(Confidential Record 74 O.S. § 3113)**

Description: File for each licensed mortgage loan originator, including original applications, social security numbers, financial information, and correspondence.

Volume: three (3) cubic feet per year

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~
Retain seven (7) years, then destroy.

1-60 **Examination and Inspection Supporting Documentation (Confidential Records pursuant to 14A O.S. § 3-506(1) for supervised lenders, 59 O.S. § 1508(A) for pawnbrokers, 59 O.S. § 3114(A) for deferred deposit lenders, 59 O.S. § 3150.26 for Oklahoma small lenders, 24 O.S. § 146(A) for credit services organizations and OAC: 160:35-5-2(c) for rental purchase lessors and 59 O.S. § 2095.23 for mortgage brokers and mortgage lenders)**

Description: Records that support examination errors. The records include, but are not limited to, applications, copies of agreements, contracts and leases between licensees and consumers, checks and receipts.

~~Volume: twenty five (25) cubic feet per year~~

Disposition: Retain in office until final disposition of examination, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.

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1-63 **Consumer Litigation Funder License File (Essential Record 67 O.S. §203(e))**

Description: Licensing file for consumer litigation funders. Records include applications, personal affidavits, appointment of resident agent forms, copies of business forms, documents establishing entity and related correspondence.

Volume: ~~two (2) cubic feet per year~~

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~
Retain seven (7) years, then destroy.

1-64 **Mortgage Lender License File (Essential Record 67 O.S. §203(e))**

Description: Licensing file for mortgage lenders. Records include applications, personal affidavits, appointment of resident agent forms, copies of business forms, documents establishing entity, copies of surety bonds, documents regarding net worth requirements and related correspondence.

Volume: ~~eight (8) cubic feet per year~~

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~
Retain seven (7) years, then destroy.

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1-65 **Mortgage Lender Examination File (Confidential Record 59 O.S. § 2095.23(B))
(Essential Record 67 O.S. §203(e))**

Description: File contains examination reports and correspondence regarding examinations performed by the Department, excluding examination supporting documentation as identified in 1-60.

Volume: eight (8) cubic feet per year

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~ Retain seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

1-66 **Mortgage Broker Examination File (Confidential Record 59 O.S. § 2095.23(B))
(Essential Record 67 O.S. §203(e))**

Description: File contains examination reports and correspondence regarding examinations performed by the Department, excluding examination supporting documentation as identified in 1-60.

Volume: eight (8) cubic feet per year

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old.~~ Retain seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Amendments to Records Disposition Schedule **2001-03**

*** July 27, 2023 ***

1-67 Precious Metal and Gem Dealer Inspection File (Essential Record 67 O.S. §203(e))

Description: File contains inspection reports and correspondence regarding inspections performed by the Department, excluding supporting documentation as identified in 1-60.

Volume: eight (8) cubic feet per year

Disposition: ~~Retain in office and transfer data to a database. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered onto the database. Delete/purge or destroy records from the database and all hard copy records that could not be imaged, when they become thirteen (13) years old, Retain seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

1-68 Oklahoma Small Lenders License Loan File (Essential Record 67 O.S. §203(e)) (Confidential Record 74 §3113)

Description: File for each Oklahoma Small Lender License contains applications, social security numbers, personal affidavits, financial statement, resident agent form, state license inquiring forms, military service verification, documents establishing entity, business forms, and a bond.

Disposition: Retain seven (7) years, then destroy.
Add to schedule, July 27, 2023

1-69 Oklahoma Small Lender Examination File (Confidential Record 59 O.S. § 3150.26) (Essential Record 67 O.S. §203(e))

Description: File contains financial statements, examinations, and correspondence from licensee regarding examinations performed by Department of Consumer Credit examiners.

Disposition: Retain seven (7) years, then destroy.
Add to schedule, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CONSUMER CREDIT
Amendments to Records Disposition Schedule **2001-03**

*** July 27, 2023 ***

1-70 Oklahoma Small Lenders Annual Reports (Confidential Record 59 O.S. § 3150.21(D))

Description: Annual reports sent to Department of Consumer Credit (DCC) by Oklahoma Small Lenders, listing names, addresses, license numbers, affiliated entities, financial statements, officers, directors, partners, managers, and boards of governors.

Disposition: Retain five (5) years, then destroy.
Add to schedule, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

Department of Mental Health and Substance Abuse Services
Tulsa Center for Behavioral Health
Amendments to Records Disposition Schedule **2007-04**

*** July 27, 2023 ***

Summary

The Co-Occurring Treatment Unit was closed more than five years ago.

- 6-1 Agency requests series be deleted. There is no backlog of records.
- 6-2 Agency requests series be deleted. There is no backlog of records.
- 6-3 Agency requests series be deleted. There is no backlog of records.
- 6-4 Agency requests series be deleted. There is no backlog of records.
- 6-5 Agency requests series be deleted. There is no backlog of records.
- 6-6 Agency requests series be deleted. There is no backlog of records.
- 6-7 Agency requests series be deleted. There is no backlog of records.
- 6-8 Agency requests series be deleted. There is no backlog of records.
- 6-9 Agency requests series be deleted. There is no backlog of records.
- 6-10 Agency requests series be deleted. There is no backlog of records.
- 6-11 Agency requests series be deleted. There is no backlog of records.
- 6-12 Agency requests series be deleted. There is no backlog of records.
- 6-13 Agency requests series be deleted. There is no backlog of records.
- 6-14 Agency requests series be deleted. There is no backlog of records.
- 6-15 Agency requests series be deleted. There is no backlog of records.
- 6-16 Agency requests series be deleted. There is no backlog of records.

ARCHIVES AND RECORDS COMMISSION

Department of Mental Health and Substance Abuse Services
Tulsa Center for Behavioral Health
Amendments to Records Disposition Schedule 2007-04

* July 27, 2023 *

Co-Occurring Residential Treatment Unit

6-1 ~~Clinical Supervision File~~

~~Description:- File includes information related to daily census, daily nursing sheet and bi-weekly supervision sessions.~~

~~Volume: less than one (1) cubic foot per year~~

~~Disposition:- Retain in office until no longer required for administrative purposes, then destroy.
Delete from schedule, July 27, 2023~~

6-2 ~~Outreach File~~

~~Description:- File includes information related to speaking events in the community.~~

~~Volume: less than one (1) cubic foot per year~~

~~Disposition:- Retain in office one (1) year, then destroy.
Delete from schedule, July 27, 2023~~

6-3 ~~Monthly Statistical File~~

~~Description:- File includes information related to monthly statistical and quarterly reports.~~

~~Volume: less than one (1) cubic foot per year~~

~~Disposition:- Retain in office one (1) year, then destroy.
Delete from schedule, July 27, 2023~~

6-4 ~~Phone Call File~~

~~Description:- File includes telephone call contact sheets.~~

~~Volume: less than one (1) cubic foot per year~~

~~Disposition:- Retain in office until no longer required for administrative purposes, then destroy.
Delete from schedule, July 27, 2023~~

ARCHIVES AND RECORDS COMMISSION

Department of Mental Health and Substance Abuse Services
Tulsa Center for Behavioral Health
Amendments to Records Disposition Schedule 2007-04

* July 27, 2023 *

Co-Occurring Residential Treatment Unit

6-5 **Admission Log**

Description: ~~File includes statistical information related to admission of patients.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office one (1) year, then destroy.~~
Delete from schedule, July 27, 2023

6-6 **Discharge Log**

Description: ~~File includes statistical information related to admission of patients.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office one (1) year, then destroy.~~
Delete from schedule, July 27, 2023

6-7 **Community Meeting Book**

Description: ~~File includes client's recommendations for improvement.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office one (1) year, then destroy.~~
Delete from schedule, July 27, 2023

6-8 **EMSA Emergency Transport Log**

Description: ~~File includes communication regarding client emergency transportation.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office one (1) year, then destroy.~~
Delete from schedule, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

Department of Mental Health and Substance Abuse Services
Tulsa Center for Behavioral Health
Amendments to Records Disposition Schedule 2007-04

* July 27, 2023 *

Co-Occurring Residential Treatment Unit

6-9 **~~Infection Control Log~~**

Description: ~~File includes information on infections and antibiotics related to clients.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office one (1) year, then destroy.~~
Delete from schedule, July 27, 2023

6-10 **~~Critical Lab Results and Employee Health/Infection Control~~**

Description: ~~File includes information on critical values and employee health.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office one (1) year, then destroy.~~
Delete from schedule, July 27, 2023

6-11 **~~Peer Review/Clinicians~~**

Description: ~~File includes peer review information from clinicians.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office one (1) year, then destroy.~~
Delete from schedule, July 27, 2023

6-12 **~~Temperature Logs~~**

Description: ~~File includes temperature logs for refrigerators.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office one (1) year, then destroy.~~
Delete from schedule, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

Department of Mental Health and Substance Abuse Services
Tulsa Center for Behavioral Health
Amendments to Records Disposition Schedule 2007-04

* July 27, 2023 *

Co-Occurring Residential Treatment Unit

6-13 Pharmacy Medication Log Book

Description: File includes faxed sheets to the pharmacy for medication.

Volume: less than one (1) cubic foot per year

Disposition: Retain in office one (1) year, then destroy.
Delete from schedule, July 27, 2023

6-14 Vital Sign Log Book

Description: File includes daily vital signs of clients.

Volume: less than one (1) cubic foot per year

Disposition: Retain in office one (1) year, then destroy.
Delete from schedule, July 27, 2023

6-15 Transport Log

Description: File includes information regarding daily transportation of clients.

Volume: less than one (1) cubic foot per year

Disposition: Retain in office one (1) year, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Delete from schedule, July 27, 2023

6-16 Narcotics Log Book

Description: File includes information to track narcotics on the unit.

Volume: less than one (1) cubic foot per year

Disposition: Retain in office one (1) year, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Delete from schedule, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOLL WEEVIL ERADICATION ORGANIZATION

Amendments to Records Disposition Schedule **2008-03**

*** July 27, 2023***

Summary

- 1-1 Agency requests series be deleted. Records are no longer created, and no backlog exists.
- 1-2 Agency requests series be amended and transferred to series 1-3.
- 1-3 Agency requests series be amended.
- 1-4 Agency requests series be deleted. Records are no longer created, and no backlog exists.
- 1-6 Agency requests series be amended.
- 1-7 Agency requests series be amended and transferred to series 1-6.
- 1-8 Agency requests series be amended and transferred to series 1-3.
- 1-10 Agency requests series be deleted.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOLL WEEVIL ERADICATION ORGANIZATION

Amendments to Records Disposition Schedule 2008-03

* July 27, 2023*

1-1 **802 Forms**

Description: ~~File includes aerial applicator records of events associated with spraying infested cotton fields.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office three (3) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~
Delete from schedule, July 27, 2023

1-2 **Boll Weevil Trap Counts**

Description: ~~File includes paper records identifying quantity and location of caught boll weevils trap counts.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office three (3) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~
Amend and transfer to series 1-3, July 27, 2023

1-3 **Computer Generated Field Files**

Description: ~~File includes trap counts, fields, maps and producer information. This series includes record series 1-2 and 1-8 and represents the data collected in the software system maintained by the OU Center for Spatial Analysis Department of Geography and Environmental Sustainability.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office permanently.~~
Transfer from series 1-2 and 1-8, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOLL WEEVIL ERADICATION ORGANIZATION
Amendments to Records Disposition Schedule 2008-03

* July 27, 2023*

1-4 **USDA Vehicle Information**

Description: File includes ~~vehicle inventory, mileage and usage data.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~
Delete from schedule, July 27, 2023

1-6 **Gin Assessment ~~Documents~~ File**

Description: File includes ~~paper listings providing~~ producer names, farm numbers, acres, ~~lint pounds, assessments collected and copies of assessment checks from gins~~ assessments outstanding.

Volume: ~~less than one (1) cubic foot per year~~

Disposition: Retain in office ~~three (3)~~ five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Transfer from series 1-7, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOLL WEEVIL ERADICATION ORGANIZATION

Amendments to Records Disposition Schedule 2008-03

* July 27, 2023*

1-7 **Computer Generated Gin Assessment Spreadsheets**

Description: File includes producer names, farm numbers, acres, ~~lint pounds~~, assessments collected, and assessments outstanding.

~~Volume:~~ ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office permanently.~~ Retain five (5) years, then destroy.
Amend and transfer to Series 1-6, July 27, 2023

1-8 **~~Mapped Fields and Field Lists~~**

Description: File includes computer generated field maps with associated producer, ~~acreage and field number listings.~~

~~Volume:~~ ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~
Amend and transfer to series 1-3, July 27, 2023

1-10 **~~Bond Information~~**

Description: ~~File includes bound legal documents and correspondence associated with Oklahoma Capital Improvement Authority (OCIA) and Series 1999 and 2000A Bond Issues.~~

~~Volume:~~ ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office permanently.~~
Delete from schedule, July 27, 2023

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

Amendment to Records Disposition Schedule **2017-01**

*** July 27, 2023 ***

Summary

27-6 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

Amendment to Records Disposition Schedule 2017-01

* July 27, 2023 *

Digital Printing, Distribution, and Client Services

27-6 **Physical Inventory of Resale**

Description: File includes records of ~~actual semiannual~~ the physical count of all resale inventory stored at the Distribution Warehouse as well as production supplies at the Print Shop used to create resale inventory.

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.