



Archives and Records Commission
Meeting Minutes, January 25, 2024

Call to Order:

Audrey Rockwell called the meeting to order at 11:02 a.m.

Members present:

Audrey Rockwell	Chair
Natalie Currie	Vice Chair and Secretary
Kirby Smith	Proxy for Lt. Governor
Kiran Nallayahgari	Proxy for State Treasurer

Members absent:

Ruthie Chicoine	Proxy for State Auditor
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Also present:

Madalynn Martin	Office of the Attorney General
Alyssa Vaughn	Department of Libraries
Amanda Chrestensen	Department of Libraries
Cassandra Spindle	Department of Libraries
Joshua Smith	Board of Tests for Alcohol and Drug Influence
Mary Gail Foster	Department of Human Services
Sherri Williams	Department of Human Services

Posting of Meeting Agenda

The agenda was posted on the front window of the Oklahoma Department of Libraries building on January 11, 2024. The agenda was also posted on the agency's website on January 11, 2024.

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

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

Currie	aye
Nallayahgari	aye
Rockwell	abstain
Smith	aye

Consideration of Requests:

4a. Amendment to Records Disposition Schedule 1983-09, Oklahoma Tax Commission, Ad Valorem

The Oklahoma Tax Commission requested Records Disposition Schedule 1983-09 be amended. Approval of the amendments to Records Disposition Schedule 1983-09 was moved by Smith and seconded by Nallayahgari.

Currie	aye
Nallayahgari	aye
Rockwell	aye
Smith	aye

4b. Amendment to Records Disposition Schedule 1984-11, Oklahoma Tax Commission, Income Tax

The Oklahoma Tax Commission requested Records Disposition Schedule 1984-11 be amended. Approval of the amendments to Records Disposition Schedule 1984-11 was moved by Smith and seconded by Currie.

Currie	aye
Nallayahgari	aye
Rockwell	aye
Smith	aye

4c. Amendment to Records Disposition Schedule 2023-01, Oklahoma Tax Commission, Legal

The Oklahoma Tax Commission requested Records Disposition Schedule 2023-01 be amended. Approval of the amendments to Records Disposition Schedule 2023-01 was moved by Smith and seconded by Currie.

Currie	aye
Nallayahgari	aye
Rockwell	aye
Smith	aye

4d. New Records Disposition Schedule 2024-01, Oklahoma Tax Commission

The Oklahoma Tax Commission requested new Records Disposition Schedule 2024-01 be created. At Currie's request and with the approval of the Tax Commission, a sentence was added to the Legal Requirements section in the Introduction clarifying which records require authorization to be destroyed. Approval of the creation of Records Disposition Schedule 2024-01, as amended, was moved by Smith and seconded by Nallayahgari.

Currie	aye
Nallayahgari	aye
Rockwell	aye
Smith	aye

4e. Amendment to Records Disposition Schedule 1988-01, Oklahoma Department of Mental Health and Substance Abuse Services, Griffin Memorial Hospital

The Oklahoma Department of Mental Health and Substance Abuse Services requested Records Disposition Schedule 1988-01 be amended. Approval of the amendments to Records Disposition Schedule 1988-01 was moved by Currie and seconded by Smith.

Currie	aye
Nallayahgari	aye
Rockwell	aye
Smith	aye

4f. Amendment to Records Disposition Schedule 1990-02, Oklahoma State Department of Health, Prevention and Preparedness Services

The Oklahoma State Department of Health requested Records Disposition Schedule 1990-02 be amended. Approval of the amendments to Records Disposition Schedule 1990-02 was moved by Currie and seconded by Smith.

Currie	aye
Nallayahgari	aye
Rockwell	aye
Smith	aye

4g. Amendment to Records Disposition Schedule 2002-02, Oklahoma State Department of Health, Family Health

The Oklahoma State Department of Health requested Records Disposition Schedule 2002-02 be amended. Approval of the amendments to Records Disposition Schedule 2002-02 was moved by Nallayahgari and seconded by Smith.

Currie	aye
Nallayahgari	aye
Rockwell	aye
Smith	aye

4h. Amendment to Records Disposition Schedule 2003-05, Oklahoma State Department of Health, County Health Departments

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

Currie	aye
Nallayahgari	aye
Rockwell	aye
Smith	aye

4i. Amendment to Records Disposition Schedule 2021-01, Board of Tests for Alcohol and Drug Influence

The Oklahoma Board of Tests 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 Smith and seconded by Currie.

Currie	aye
Nallayahgari	aye
Rockwell	aye
Smith	aye

4j. Amendment to Records Disposition Schedule 2006-03, Oklahoma Department of Human Services, Legal Services

The Oklahoma Department of Human Services requested Records Disposition Schedule 2006-03 be amended. Approval of the amendments to Records Disposition Schedule 2006-03 was moved by Smith and seconded by Nallayahgari.

Currie	aye
Nallayahgari	aye
Rockwell	aye
Smith	aye

4k. Amendment to Records Disposition Schedule 2014-02, Oklahoma Department of Human Services, Financial Services

The Oklahoma Department of Human Services requested Records Disposition Schedule 2014-02 be amended. Approval of the amendments to Records Disposition Schedule 2014-02 was moved by Smith and seconded by Currie.

Currie	aye
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Nallayahgari aye
Rockwell aye
Smith aye

4l. Amendment to Records Disposition Schedule 1982-19, Oklahoma Department of Libraries

The Oklahoma Department of Libraries requested Records Disposition Schedule 1982-19 be amended. Approval of the amendments to Records Disposition Schedule 1982-19 was moved by Nallayahgari and seconded by Smith.

Currie abstain
Nallayahgari aye
Rockwell aye
Smith aye

4m. Records Disposition Authorization 2024-01, Oklahoma Department of Libraries, Oklahoma Mental Health and Substance Abuse Services

The Oklahoma Department of Libraries requested Records Disposition Authorization 2024-01 be approved. Approval of Records Disposition Authorization 2024-01 was moved by Smith and seconded by Nallayahgari.

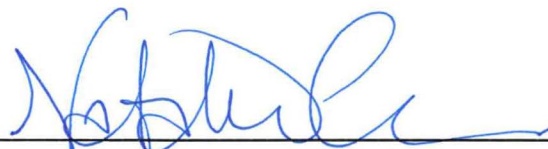
Currie abstain
Nallayahgari aye
Rockwell aye
Smith aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 11:15 a.m.



Natalie Currie, Vice Chair and Secretary
Oklahoma Department of Libraries

