

**Archives and Records Commission
Minutes
January 20, 2022**

Call to Order:

Nicole Willard called the meeting to order at 11:00 a.m.

Members present were:

Nicole Willard	Chair
Melody A. Kellogg	Vice Chair and Secretary
Ashley Crall	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:

Ashton Poarch	Office of the Attorney General
Jan Davis	Department of Libraries
Holly Hasenfratz	Department of Libraries
Jennifer Green	Department of Libraries
Alyssa Vaughn	Department of Libraries
Rylie Mansueti	Real Estate Commission
Fariba Williams	State Regents for Higher Education
Jolynn Horn	State Regents for Higher Education
Christine Fisher	State Regents for Higher Education

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on January 7, 2022. The agenda was also posted on the agency's website on January 7, 2022.

Approval of Minutes of the Meeting of October 21, 2021:

Approval of the Minutes was moved by Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Nallayahgari	aye
Willard	aye

Consideration of Requests:

Records Disposition Authorization 2022-01, Department of Corrections, William S. Key Correctional Center

The Department of Corrections requested Records Disposition Authorization 2022-01 be approved.

Approval of Records Disposition Authorization 2022-01 was moved by Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Nallayahgari	aye
Willard	aye

Records Disposition Authorization 2022-02, Department of Transportation

The Department of Transportation requested Records Disposition Authorization 2022-02 be approved.

Approval of Records Disposition Authorization 2022-02 was moved by Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Nallayahgari	aye
Willard	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 Amendment to Records Disposition Schedule 88-03 was moved by Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Nallayahgari	aye
Willard	aye

Amendment to Records Disposition Schedule 83-12, Oklahoma Real Estate Commission

Davis introduced Rylie Mansuetti. The Oklahoma Real Estate Commission requested Records Disposition Schedule 83-12 be amended.

Approval of the Amendment to Records Disposition Schedule 83-12 was moved by Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Nallayahgari	aye
Willard	aye

Amendment to Records Disposition Schedule 90-03, State Regents for Higher Education

Davis introduced Fariba Williams, Jolynn Horn, and Christine Fisher. The State Regents for Higher Education requested Records Disposition Schedule 90-03 be amended.

Approval of the Amendment to Records Disposition Schedule 90-03 was moved by Crall and seconded by Kellogg.

Crall	aye
Kellogg	aye
Nallayahgari	aye
Willard	aye

Amendment to Records Disposition Schedule 94-09, Oklahoma Department of Environmental Quality

The Oklahoma Department of Environmental Quality requested Records Disposition Schedule 94-09 be amended.

Approval of the Amendment to Records Disposition Schedule 94-09 was moved by Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Nallayahgari	aye
Willard	aye

Amendment to Records Disposition Schedule 2015-04, Commissioners of the Land Office

The Commissioners of the Land Office requested Records Disposition Schedule 2015-04 be amended.

Approval of the Amendment to Records Disposition Schedule 2015-04 was moved by Crall and seconded by Kellogg.

Crall	aye
Kellogg	aye
Nallayahgari	aye
Willard	aye

Amendment to the General Records Disposition Schedule for State Universities and Colleges, Department of Libraries

The Department of Libraries requested the General Records Disposition Schedule for State Universities and Colleges be amended.

Approval of the Amendment to the General Records Disposition Schedule for State Universities and Colleges was moved by Crall and seconded by Willard.

Crall	aye
Kellogg	abstain
Nallayahgari	aye
Willard	aye

New Business:

No new business was conducted at this time.

Adjournment:

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

Melody A. Kellogg

Melody A. Kellogg, Vice Chair and Secretary
Oklahoma Department of Libraries

04/22/2022