

**Archives and Records Commission
Minutes
October 21, 2021**

Call to Order:

Nicole Willard called the meeting to order at 10:01 a.m.

Members present were:

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| Nicole Willard | Chair |
| Melody A. Kellogg | Vice Chair and Secretary |
| Ruthie Chicoine | Proxy for State Auditor |
| Ashley Crall | Proxy for Lt. Governor |

Members absent were:

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| Connie Taylor | Proxy for State Treasurer |
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Also present were:

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| 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 |
| Amanda Jett | Commission on Children and Youth |
| Sherri Williams | Department of Human Services |
| Andrea Simmons | Oklahoma Municipal Power Authority |
| Ellen Edwards | Oklahoma Municipal Power Authority |
| Fariba Williams | State Regents for Higher Education |
| Sylvia Bryant | State Regents for Higher Education |
| Nels Rodefeld | Department of Wildlife Conservation |
| Nathan Erdman | Department of Wildlife Conservation |

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on October 8, 2021. The agenda was also posted on the agency's website on October 8, 2021.

Approval of Minutes of the Meeting of July 22, 2021:

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

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| Chicoine | aye |
| Crall | aye |
| Kellogg | aye |
| Willard | aye |

Approval of Schedule for Meetings in 2022:

Approval of the proposed dates for Commission meetings was moved by Crall and seconded by Chicoine.

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| Chicoine | aye |
| Crall | aye |
| Kellogg | aye |
| Willard | aye |

Dates for 2022 meetings, as approved by the Commission, will be:

January 20, 2022
 April 21, 2022
 July 21, 2022
 October 27, 2022

Consideration of Requests:

Amendment to Records Disposition Schedule 82-18, Department of Wildlife Conservation

Davis introduced Nels Rodefeld and Nathan Erdman. The Department of Wildlife Conservation requested Records Disposition Schedule 82-18 be amended.

Approval of the Amendment to Records Disposition Schedule 82-18 was moved by Kellogg and seconded by Crall.

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| Chicoine | aye |
| Crall | aye |
| Kellogg | aye |
| Willard | aye |

Amendment to Records Disposition Schedule 83-06, Corporation Commission, Oil and Gas Conservation Division

The Corporation Commission requested Records Disposition Schedule 83-06 be amended.

Approval of the Amendment to Records Disposition Schedule 83-06 was moved by Crall and seconded by Kellogg.

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| Chicoine | aye |
| Crall | aye |
| Kellogg | aye |
| Willard | aye |

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

The Corporation Commission requested Records Disposition Schedule 84-04 be amended.

**Amendment to Records Disposition Schedule 87-04, Department of Human Services,
Programs Division**

The Department of Human Services requested Records Disposition Schedule 87-04 be amended.

Approval of the Amendment to Records Disposition Schedule 87-04 was moved by Crall and seconded by Willard.

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| Chicoine | aye |
| Crall | aye |
| Kellogg | aye |
| Willard | aye |

**Amendment to Records Disposition Schedule 97-05, Department of Human Services,
General Records**

The Department of Human Services requested Records Disposition Schedule 97-05 be amended.

Approval of the Amendment to Records Disposition Schedule 97-05 was moved by Crall and seconded by Willard.

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| Chicoine | aye |
| Crall | aye |
| Kellogg | aye |
| Willard | aye |

**Amendment to Records Disposition Schedule 97-06, Department of Human Services,
Inspector General's Office**

The Department of Human Services requested Records Disposition Schedule 97-06 be amended.

Approval of the Amendment to Records Disposition Schedule 97-06 was moved by Crall and seconded by Willard.

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| Chicoine | aye |
| Crall | aye |
| Kellogg | aye |
| Willard | aye |

**Amendment to Records Disposition Schedule 2003-01, Department of Human Services,
Office of Intergovernmental Relations and Policy**

The Department of Human Services requested Records Disposition Schedule 2003-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2003-01 was moved by Crall and seconded by Willard.

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| Chicoine | aye |
| Crall | aye |
| Kellogg | aye |
| Willard | aye |

**Amendment to Records Disposition Schedule 2003-03, Department of Human Services,
Office of Client Advocacy**

The Department of Human Services requested Records Disposition Schedule 2003-03 be amended.

Approval of the Amendment to Records Disposition Schedule 2003-03 was moved by Crall and seconded by Willard.

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| Chicoine | aye |
| Crall | aye |
| Kellogg | aye |
| Willard | aye |

**Amendment to Records Disposition Schedule 2005-01, Department of Human Services,
Child Welfare Services**

The Department of Human Services requested Records Disposition Schedule 2005-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2005-01 was moved by Crall and seconded by Willard.

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| Chicoine | aye |
| Crall | aye |
| Kellogg | aye |
| Willard | aye |

**Amendment to Records Disposition Schedule 2006-03, Department of Human Services,
Office of General Counsel**

The Department of Human Services requested Records Disposition Schedule 2006-03 be amended.

Approval of the Amendment to Records Disposition Schedule 2006-03 was moved by Crall and seconded by Willard.

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| Chicoine | aye |
| Crall | aye |
| Kellogg | aye |
| Willard | aye |

Records Disposition Authorization 2021-06, Department of Libraries

The Department of Libraries requested Records Disposition Authorization 2021-06 be approved.

Approval of Records Disposition Authorization 2021-06 was moved by Crall and seconded by Willard.

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| Chicoine | aye |
| Crall | aye |
| Kellogg | abstain |
| Willard | aye |

Records Disposition Authorization 2021-07, Department of Libraries

The Department of Libraries requested Records Disposition Authorization 2021-07 be approved.

Approval of Records Disposition Authorization 2021-07 was moved by Willard and seconded by Chicoine.

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| Chicoine | aye |
| Crall | aye |
| Kellogg | abstain |
| 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.


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| Chicoine | aye |
| Crall | aye |
| Kellogg | aye |
| Willard | aye |

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:25 a.m.



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