

**ARCHIVES AND RECORDS COMMISSION**

**Oklahoma Department of Libraries  
200 NE 18<sup>th</sup> Street, Second Floor South Conference Room  
Oklahoma City, Oklahoma  
And  
Via Teleconference  
Please see page two of the Agenda for Instructions.**

**April 22, 2021  
10:00 a.m.**

**AGENDA**

Call to Order  
Roll Call

Nicole Willard, Chair – Attending via remote access on Zoom  
Melody A. Kellogg, Vice Chair and Secretary – Attending via remote access on Zoom  
Ruthie Chicoine – Attending via remote access on Zoom  
Kirby Smith – Attending via remote access on Zoom  
Connie Taylor – Attending via remote access on Zoom

Approval of Minutes of the Special Meeting of February 25, 2021 \*  
State Archives and Records Management Division Quarterly Report

Open Meeting Act Statement.

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.

Key to abbreviations used below:

[AMD] = Amendment to a Records Disposition Schedule

[NEW] = Records Disposition Schedule

[RDA] = Records Disposition Authorization

*Consideration of Requests\**

|         |       |   |
|---------|-------|---|
| 2021-03 | [RDA] | Oklahoma Council on Law Enforcement Education and Training        |
| 81-06   | [AMD] | Oklahoma Department of Transportation, Finance                    |
| 88-03   | [AMD] | Oklahoma Department of Transportation                             |
| 2018-02 | [AMD] | Oklahoma Department of Transportation                             |
| 81-14   | [AMD] | Oklahoma Department of Corrections                                |
| 94-08   | [AMD] | Oklahoma Police Pension and Retirement System                     |
| 2017-01 | [AMD] | Oklahoma Department of Career and Technology Education            |
| 97-05   | [AMD] | Oklahoma Department of Human Services, General Records            |
| 2001-01 | [AMD] | Oklahoma Department of Human Services, Aging Services             |
| 2020-04 | [AMD] | Oklahoma Department of Human Services, Human Resources Management |

**ARCHIVES AND RECORDS COMMISSION**

**Oklahoma Department of Libraries  
200 NE 18<sup>th</sup> Street, Second Floor South Conference Room  
Oklahoma City, Oklahoma  
And  
Via Teleconference  
Page 2**

**April 22, 2021  
10:00 a.m.**

|         |       |                                  |
|---------|-------|----------------------------------|
| 82-19   | [AMD] | Oklahoma Department of Libraries |
| 2021-02 | [RDA] | Oklahoma Department of Libraries |
| 2021-04 | [RDA] | Oklahoma Department of Libraries |

Adjournment

\* Archives and Records Commission action required.

2021 Meeting Dates for the Archives and Records Commission

- July 22, 2021
- October 21, 2021

**This meeting may be viewed via Zoom.**

To Join the Meeting:

Topic: Archives & Records Commission Meeting  
Time: Apr 22, 2021 09:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/99696717998>

Meeting ID: 996 9671 7998

One tap mobile

+14086380968,,99696717998# US (San Jose)

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Dial by your location

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+1 346 248 7799 US (Houston)

Meeting ID: 996 9671 7998

**Archives and Records Commission  
Special Meeting  
Minutes  
February 25, 2021**

**Call to Order:**

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

**Members present were:**

|                   |                           |
|-------------------|---------------------------|
| Nicole Willard    | Chair                     |
| Melody A. Kellogg | Vice Chair and Secretary  |
| Kirby Smith       | Proxy for Lt. Governor    |
| Connie Taylor     | Proxy for State Treasurer |

**Members absent were:**

|                 |                         |
|-----------------|-------------------------|
| Ruthie Chicoine | Proxy for State Auditor |
|-----------------|-------------------------|

**Also present were:**

|                  |   |
|------------------|---|
| Joe Ashbaker     | Office of the Attorney General                |
| Jan Davis        | Department of Libraries                       |
| Holly Hasenfratz | Department of Libraries                       |
| Alyssa Vaughn    | Department of Libraries                       |
| Joshua Smith     | Board of Tests for Alcohol and Drug Influence |
| Lynne Simpson    | Langston University                           |
| Fariba Williams  | State Regents for Higher Education            |
| Goldie Thompson  | State Regents for Higher Education            |
| Sylvia Bryant    | State Regents for Higher Education            |
| Mary Gail Foster | Department of Human Services                  |

**Posting of Meeting Agenda**

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on February 12, 2021. The agenda was also posted on the agency's website on February 12, 2021.

**Approval of Minutes of the Meeting of October 22, 2020:**

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

|         |     |
|---------|-----|
| Kellogg | aye |
| Smith   | aye |
| Taylor  | aye |
| Willard | aye |

**Approval of Amendments to Administrative Rules – Title 60. Archives and Records Commission, Chapter 10 – Archives and Records**

Approval of the proposed changes to Subchapter 7 – Microfilm, Subchapter 8 – Optical Imaging, and Subchapter 11 – Service Fees was moved by Smith and seconded by Willard.

|         |     |
|---------|-----|
| Kellogg | aye |
| Smith   | aye |
| Taylor  | aye |
| Willard | aye |

**Consideration of Requests:**

**New Records Disposition Schedule 2021-01, Board of Tests for Alcohol and Drug Influence**

Davis introduced Joshua Smith. The Board of Tests for Alcohol and Drug Influence requested new Records Disposition Schedule 2021-01 be created.

Approval of the creation of the new Records Disposition Schedule 2021-01 was moved by Kellogg and seconded by Smith.

|         |     |
|---------|-----|
| Kellogg | aye |
| Smith   | aye |
| Taylor  | aye |
| Willard | aye |

**Records Disposition Authorization 2021-01, Langston University**

Davis introduced Lynne Simpson. Langston University requested Records Disposition Authorization 2021-01 be approved.

Approval of Records Disposition Authorization 2021-01 was moved by Willard and seconded by Kellogg.

|         |     |
|---------|-----|
| Kellogg | aye |
| Smith   | aye |
| Taylor  | aye |
| Willard | aye |

**Amendment to Records Disposition Schedule 81-14, Department of Corrections**

The Department of Corrections requested Records Disposition Schedule 81-14 be amended.

Approval of the Amendment to Records Disposition Schedule 81-14 was moved by Smith and seconded by Kellogg.

|         |     |
|---------|-----|
| Kellogg | aye |
| Smith   | aye |
| Taylor  | aye |
| Willard | aye |

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

The Department of Corrections requested Records Disposition Schedule 88-13 be amended.

Approval of the Amendment to Records Disposition Schedule 88-13 was moved by Willard and seconded by Smith.

|         |     |
|---------|-----|
| Kellogg | aye |
| Smith   | aye |
| Taylor  | aye |
| Willard | aye |

**Amendment to Records Disposition Schedule 89-13, Grand River Dam Authority**

The Grand River Dam Authority requested Records Disposition Schedule 89-13 be amended.

Approval of the Amendment to Records Disposition Schedule 89-13 was moved by Kellogg and seconded by Smith.

|         |     |
|---------|-----|
| Kellogg | aye |
| Smith   | aye |
| Taylor  | aye |
| Willard | aye |

**Amendment to Records Disposition Schedule 86-27, Office of the Governor**

The Office of the Governor requested Records Disposition Schedule 86-27 be amended.

Approval of the Amendment to Records Disposition Schedule 86-27 was moved by Willard and seconded by Smith.

|         |     |
|---------|-----|
| Kellogg | aye |
| Smith   | aye |
| Taylor  | aye |
| Willard | aye |

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

Davis introduced Fariba Williams, Goldie Thompson, and Sylvia Bryant. 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 Kellogg and seconded by Smith.

|         |     |
|---------|-----|
| Kellogg | aye |
| Smith   | aye |
| Taylor  | aye |
| Willard | aye |

**Amendment to Records Disposition Schedule 2002-01, Department of Health,  
Commissioner of Health**

The Department of Health requested Records Disposition Schedule 2002-01 be amended.  
Approval of the Amendment to Records Disposition Schedule 2002-01 was moved by Smith and seconded by Kellogg.

|         |     |
|---------|-----|
| Kellogg | aye |
| Smith   | aye |
| Taylor  | aye |
| Willard | aye |

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

Davis introduced Mary Gail Foster. 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 Smith and seconded by Willard.

|         |     |
|---------|-----|
| Kellogg | aye |
| Smith   | aye |
| Taylor  | aye |
| Willard | aye |

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

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 Willard and seconded by Smith.

|         |     |
|---------|-----|
| Kellogg | aye |
| Smith   | aye |
| Taylor  | aye |
| Willard | aye |

**Amendment to Records Disposition Schedule 2001-01, Department of Human Services,  
Aging Services**

The Department of Human Services requested Records Disposition Schedule 2001-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2001-01 was moved by Smith and seconded by Willard.

|         |     |
|---------|-----|
| Kellogg | aye |
| Smith   | aye |
| Taylor  | aye |
| Willard | aye |

**Amendment to Records Disposition Schedule 2001-04, Department of Human Services,  
Adult and Family Services**

The Department of Human Services requested Records Disposition Schedule 2001-04 be amended.

Approval of the Amendment to Records Disposition Schedule 2001-04 was moved by Smith and seconded by Kellogg.

|         |     |
|---------|-----|
| Kellogg | aye |
| Smith   | aye |
| Taylor  | aye |
| Willard | aye |

**New Business:**

No new business was conducted at this time.

**Adjournment:**

The meeting was adjourned at 10:30 a.m.

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

## **Archives and Records Management Division Report – April 8, 2021**

### **Archives**

The Archives staff have received some interesting requests in recent weeks, including information about the Tulsa Race Massacre survivors, one room schools in rural Ottawa County in the 1940s, and commissions issued by Lt. Gov. Cowboy Pink Williams in the 1950s.

Sharif Tucker continued his work editing images of scanned state publications. Madelyn Chambers continued her work scanning the court files for the U.S. Northern District Court at Vinita, Indian Territory, and high school yearbooks for upload to Digital Prairie. Johnny Colvin began scanning state publications for inclusion in the Archives.OK.gov collection. Sharif and Johnny also spent several hours working with Office of Library Resources staff to box books that have been weeded from our collection. These books will be shared with other libraries or non-profit organizations.

Jan Davis submitted the adopted rules approved by the Archives and Records Commission on February 25, 2021 to the State Online Filing system, which shares the rules with the Governor and Legislature, as well as the Office of Administrative Rules in the Secretary of State's office.

Each month the National Archives and Records Administration hosts an Archives Hashtag Party on Twitter where institutions across the country share items from their collections on a particular theme. The theme in March was maps and April's theme was hats. Alyssa Vaughn and Holly Hasenfratz worked with ODL's Public Information Office to share some of the interesting items in the State Archives, such as a 1960 Literary Map of Oklahoma and a picture of the McAlester sheriff from 1936. The events generated a marked increase in engagement with ODL's Twitter account.

Holly Hasenfratz is supervising one undergraduate history major from the University of Oklahoma for an internship through May. The internship has been a hybrid model consisting of digital and in-person projects. Their projects include indexing court files from Indian Territory and processing, digitizing, and uploading to Digital Prairie a collection of state government reports from the 1940s. Holly will supervise another intern from OU this summer.

### **Records Center & Annex**

Agencies continued transferring records to the Records Center for storage. Recent transfers included: Education, Funeral Directors, House of Representatives, Juvenile Affairs, and the Nursing Board. Recent agency destructions included the Office of Management and Enterprise Services. Thirteen cubic feet of records were returned to the Police Pension and Retirement System for review by their staff. Jan Davis and Holly Hasenfratz met with Health Department staff members and provided tours of the State Records Center and Annex.

Greystone Construction are within a few days of completing interior and exterior repair work to the Annex. The project is funded by a Capitol Improvement Grant.



ARCHIVES AND RECORDS COMMISSION

**COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING**

Records Disposition Authorization 2021-03

**\* April 22, 2021 \***

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The Council on Law Enforcement Education and Training requests authorization for the immediate destruction of records destroyed by water.

ARCHIVES AND RECORDS COMMISSION

COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING

Records Disposition Authorization 2021-03

\* April 22, 2021 \*

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The Council on Law Enforcement Education and Training requests authorization for the immediate destruction of the records listed below which were destroyed by water.

The winter storm in February 2021 caused a water pipe to freeze and rupture overnight. The entire first floor of the CLEET Administration Division was flooded causing the destruction of property and records housed in that area.

CLEET's latest audit of records, which includes through June 30, 2020, has been completed. The final report is pending with the Oklahoma State Auditor and Inspector's Office. All records included in this request are for periods prior to the date of this audit.

CLEET is requesting authorization for the destruction of Daily Deposit Records including Official Depository Records and City/County Penalty Assessment Files dated 2017-2019.

Volume: Approximately 11 cubic feet  
Date Range: 3/1/2017 – 6/30/2017; 11/1/2017 – 12/31/2017; 7/1/2018 – 10/31/2019

CLEET is requesting authorization for the destruction of Employee Attendance Records dated 2014.

Volume: Approximately 2 cubic feet  
Date Range: 1/1/2014 – 12/31/2014

The General Records Disposition Schedule for State Agencies, Boards, and Commissions and the CLEET Records Disposition Schedule 81-22 provide the following descriptions and retention periods.

**GRDS 2-16 Official Depository Records**

Description: Agency copies of forms submitted to the State Treasurer's Office along with deposits of funds to Treasury Fund Accounts. The Office of the State Treasurer is the state office of record (Schedule 87-25, Series 1-1).

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 exhaustion of all legal remedies.

ARCHIVES AND RECORDS COMMISSION

COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING

Records Disposition Authorization 2021-03

\* April 22, 2021 \*

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|              |             |  |
|--------------|-------------|--|
| <b>81-22</b> | <b>1-23</b> | <b>City/County Penalty Assessment Files</b>  |
| Description: |             | Files consist of quarterly reports and correspondence relating to city and county penalty assessment fees.   |
| Volume:      |             | 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 exhaustion of all legal remedies.   |
| <b>GRDS</b>  | <b>3-22</b> | <b>Employee Attendance Records</b>   |
| Description: |             | Manual timesheets signed by employee and supervisor and copies of existing digital records of the same summarizing annual work/leave activity and balances.  |
| Disposition: |             | Retain in office (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 the exhaustion of all legal remedies provided records meet all stipulated retention requirements. |

ARCHIVES AND RECORDS COMMISSION  
COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING

Records Disposition Authorization 2021-03

\* April 22, 2021 \*



ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA DEPARTMENT OF TRANSPORTATION**

**Finance**

Amendments to Records Disposition Schedule **81-06**

**\* April 22, 2021 \***

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Summary

- 1-12 Agency requests series be amended.
- 1-47 Agency requests series be deleted from the schedule. This form is no longer created.
- 1-74 Agency requests this series be added to its schedule.

OKLAHOMA DEPARTMENT OF TRANSPORTATION

Finance

Amendments to Records Disposition Schedule 81-06

\* April 22, 2021 \*

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1-12 **Project File**

Description: ~~Historical file of projects undertaken as part of the federal funded program as well as state funded programs. Includes computer generated reports "Roadway Inventory" defining the physical characteristics of Oklahoma's highway system and "Project Information" containing information on various projects throughout the Agency.~~

File includes financial records related to federal and state-funded projects, which may include the following documents:

Agreements with third parties, such as cities, towns, counties

Contracts-bid letting projects

Encumbrance/Requisition requests with supporting documents

Project approval funding sheet (A68)

Approved journal vouchers not yet posted to the ledger

Project close out requests and packets

Federal Highway Administration (FHWA) funding

approval/modification/close out documents, such as 1240,

PR2A, final voucher, and PR20

Accountant performed calculations and supporting documents

Construction Division file (Convenience Copy)

Volume: 5 cubic feet per year

Disposition: ~~Retain in office and microfilm five (5) years after completion of project and 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. If legal action is pending microfilm two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements. Destroy applicable hard copy documents except those defined by Archives and Records Commission Rule 60:10-7-2(2) as below standards for microfilm: (a) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (b) after depositing the master negative of the microfilm with the Records Management Division of the Oklahoma Department of Libraries, and (c) after retaining at least one (1) user copy of the microfilm in the agency.~~

Retain in office seven (7) years after completion of project, 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

OKLAHOMA DEPARTMENT OF TRANSPORTATION

Finance

Amendments to Records Disposition Schedule 81-06

\* April 22, 2021 \*

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~~1-47~~ ~~**Federal Billing File Maintenance Load Sheet**~~

~~Description:~~ ~~Load sheet giving information to data processing to enter a project into the computer or change existing projects.~~

~~Disposition:~~ ~~File in Project File, Series 1-12.~~  
~~Delete from schedule, April 22, 2021~~

1-74 **Audit Transactions (AT) Load Sheet**

Description: File includes Audit Transactions Load Sheet which includes information used to document changes and correct transaction errors on existing projects.

Disposition: Retain in office permanently.  
Add to schedule, April 22, 2021

ARCHIVES AND RECORDS COMMISSION  
**DEPARTMENT OF TRANSPORTATION**  
Amendments to Records Disposition Schedule **88-03**

**\* April 22, 2021 \***

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Summary

- 40-1 Agency requests series be transferred from Schedule 2018-02, Series 2-1.
- 40-2 Agency requests series be transferred from Schedule 2018-02, Series 2-2.
- 40-3 Agency requests series be transferred from Schedule 2018-02, Series 2-3.
- 40-4 Agency requests series be transferred from Schedule 2018-02, Series 2-4.
- 40-5 Agency requests series be transferred from Schedule 2018-02, Series 2-5.
- 40-6 Agency requests series be transferred from Schedule 2018-02, Series 2-6.
- 40-7 Agency requests series be transferred from Schedule 2018-02, Series 2-7.
- 40-8 Agency requests series be transferred from Schedule 2018-02, Series 2-8.
- 40-9 Agency requests series be transferred from Schedule 2018-02, Series 2-9.
- 40-10 Agency requests series be transferred from Schedule 2018-02, Series 2-10.



ARCHIVES AND RECORDS COMMISSION  
DEPARTMENT OF TRANSPORTATION  
Amendments to Records Disposition Schedule **88-03**

\* April 22, 2021 \*

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Human Resources

40-1      **Personnel Records of Permanent State Employees (Active)** (Refer to General Records Disposition Schedule 3-1.)  
Transfer from Schedule 2018-02, Series 2-1, April 22, 2021

40-2      **Change in Employee Records**

Description:            DOT Form 66-B used to document changes in employee records.

Volume:                less than 1 cubic foot per year

Disposition:         Retain in office and file in applicable Personnel File (Active), Series 40-1.  
Transfer from Schedule 2018-02, Series 2-2, April 22, 2021

40-3      **Time Status Corrections (DOT Form 408)**

Description:            DOT Form 408 used to make corrections in amount of leave time an employee has taken.

Volume:                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.  
Transfer from Schedule 2018-02, Series 2-3, April 22, 2021

40-4      **Payroll Authorization (Form 66-A)**

Description:            Forms used to enter an employee on the payroll and to indicate changes in payroll status.

Volume:                3 cubic feet per year

Disposition:         File in applicable Personnel File (Active), Series 40-1.  
Transfer from Schedule 2018-02, Series 2-4, April 22, 2021

ARCHIVES AND RECORDS COMMISSION  
DEPARTMENT OF TRANSPORTATION  
Amendments to Records Disposition Schedule 88-03

\* April 22, 2021 \*

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Human Resources

40-5      **Accumulation of Payroll Accounts - All Funds (Form A-448)**

Description:            Forms used to recap payroll deductions charged to each fund.

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.  
Transfer from Schedule 2018-02, Series 2-5, April 22, 2021

40-6      **Notice of Social Security Information Correction (Form A-470)**

Description:            Copy of form informing Office of Management and Enterprise Services and OPERS of changes or corrections per employee social security card. The state offices of record are the Oklahoma Public Employee's Retirement System, Schedule 84-06, Series 5-3, and the Office of Management and Enterprise Services, Schedule 91-08, Series 2-52.

Volume:                less than 1 cubic foot per year

Disposition:         Retain in office until no longer required for administrative purposes, then destroy.  
Transfer from Schedule 2018-02, Series 2-6, April 22, 2021

40-7      **Delayed Payroll Load Sheet (Form A-471)**

Description:            Form used to produce supplemental payrolls.

Volume:                2 cubic feet 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 exhaustion of all legal remedies provided records meet all stipulated retention requirements.  
Transfer from Schedule 2018-02, Series 2-7, April 22, 2021

ARCHIVES AND RECORDS COMMISSION  
DEPARTMENT OF TRANSPORTATION  
Amendments to Records Disposition Schedule 88-03

\* April 22, 2021 \*

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Human Resources

40-8 **Monthly Terminal Leave Report Printout**

Description: Monthly reports listing balance due to employees for their unused leave after having terminated their employment.

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.

Transfer from Schedule 2018-02, Series 2-8, April 22, 2021

40-9 **Defensive Driving Record**

Description: File includes information related to employee participation in Defensive Driving courses.

Volume: less than 1 cubic foot per year

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

Transfer from Schedule 2018-02, Series 2-9, April 22, 2021

40-10 **Alcohol and Drug Testing** (Essential Record 67 O.S. § 203 (e))  
(Restricted Access 49 CFR § 382.401)

Description: File contains results of employee alcohol and drug tests.

Volume: less than one cubic foot per year

Disposition: Retain in office for 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.

Transfer from Schedule 2018-02, Series 2-10, April 22, 2021

ARCHIVES AND RECORDS COMMISSION

**DEPARTMENT OF TRANSPORTATION**  
Amendments to Records Disposition Schedule **2018-02**

**\* April 22, 2021 \***

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Summary

Agency requests series in this schedule be transferred to Schedule 88-03.

2-1 Agency requests series be transferred to Schedule 88-03, Series 40-1.

2-2 Agency requests series be amended and transferred to Schedule 88-03, Series 40-2.

2-3 Agency requests series be transferred to Schedule 88-03, Series 40-3.

2-4 Agency requests series be amended and transferred to Schedule 88-03, Series 40-4.

2-5 Agency requests series be transferred to Schedule 88-03, Series 40-5.

2-6 Agency requests series be transferred to Schedule 88-03, Series 40-6.

2-7 Agency requests series be transferred to Schedule 88-03, Series 40-7.

2-8 Agency requests series be transferred to Schedule 88-03, Series 40-8.

2-9 Agency requests series be transferred to Schedule 88-03, Series 40-9.

2-10 Agency requests series be transferred to Schedule 88-03, Series 40-10.

ARCHIVES AND RECORDS COMMISSION

**DEPARTMENT OF TRANSPORTATION**  
Amendments to Records Disposition Schedule **2018-02**

**\* April 22, 2021 \***

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This Consolidated Records Disposition Schedule was approved by the Archives and Records Commission on July 19, 2018.

Series 2-1 through Series 2-10 were transferred to Schedule 88-03 on April 22, 2021.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION  
Amendments to Records Disposition Schedule 2018-02

\* April 22, 2021 \*

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Human Resources

~~2-1~~ 40-1 ~~Personnel Records of Permanent State Employees (Active)~~ (Refer to General Records Disposition Schedule 3-1.)  
Transfer to Schedule 88-03, Series 40-1, April 22, 2021

~~2-2~~ 40-2 **Change in Employee Records**

Description: DOT Form 66-B used to document changes in employee records.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and file in applicable Personnel File (Active), Series ~~2-1~~ 40-1.  
Amend and transfer to Schedule 88-03, Series 40-2, April 22, 2021

~~2-3~~ 40-3 ~~Time Status Corrections (DOT Form 408)~~

Description: ~~DOT Form 408 used to make corrections in amount of leave time an employee has taken.~~

Volume: 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.~~  
Transfer to Schedule 88-03, Series 40-3, April 22, 2021

~~2-4~~ 40-4 **Payroll Authorization (Form 66-A)**

Description: Forms used to enter an employee on the payroll and to indicate changes in payroll status.

Volume: 3 cubic feet per year

Disposition: File in applicable Personnel File (Active), Series ~~2-1~~ 40-1.  
Amend and transfer to Schedule 88-03, Series 40-4, April 22, 2021

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION  
Amendments to Records Disposition Schedule 2018-02

\* April 22, 2021 \*

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Human Resources

2-5 40-5 ~~Accumulation of Payroll Accounts – All Funds (Form A-448)~~

Description: Forms used to recap payroll deductions charged to each fund.

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.  
Transfer to Schedule 88-03, Series 40-5, April 22, 2021

2-6 40-6 ~~Notice of Social Security Information Correction (Form A-470)~~

Description: Copy of form informing Office of Management and Enterprise Services and OPERS of changes or corrections per employee social security card. The state offices of record are the Oklahoma Public Employee's Retirement System, Schedule 84-06, Series 5-3, and the Office of Management and Enterprise Services, Schedule 91-08, Series 2-52.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.  
Transfer to Schedule 88-03, Series 40-6, April 22, 2021

2-7 40-7 ~~Delayed Payroll Load Sheet (Form A-471)~~

Description: Form used to produce supplemental payrolls.

Volume: 2 cubic feet 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 exhaustion of all legal remedies provided records meet all stipulated retention requirements.  
Transfer to Schedule 88-03, Series 40-7, April 22, 2021

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION  
Amendments to Records Disposition Schedule 2018-02

\* April 22, 2021 \*

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Human Resources

2-8 40-8 ~~Monthly Terminal Leave Report Printout~~

Description: ~~Monthly reports listing balance due to employees for their unused leave after having terminated their employment.~~

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.~~

Transfer to Schedule 88-03, Series 40-8, April 22, 2021

2-9 40-9 ~~Defensive Driving Record~~

Description: ~~File includes information related to employee participation in Defensive Driving courses.~~

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

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

Transfer to Schedule 88-03, Series 40-9, April 22, 2021

2-10 40-10 ~~Alcohol and Drug Testing (Essential Record 67 O.S. § 203 (e))  
(Restricted Access 49 CFR § 382.401)~~

Description: ~~File contains results of employee alcohol and drug tests.~~

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

Disposition: ~~Retain in office for 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.~~

Transfer to Schedule 88-03, Series 40-10, April 22, 2021



ARCHIVES AND RECORDS COMMISSION

**DEPARTMENT OF CORRECTIONS**  
Amendments to Records Disposition Schedule **81-14**

**\* April 22, 2021 \***

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Summary

13-1 Agency requests new series be added to its schedule.

**DEPARTMENT OF CORRECTIONS**  
Amendments to Records Disposition Schedule **81-14**

**\* April 22, 2021 \***

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General Counsel

13-1      **Execution Files (Records subject to 22 O.S. § 1015(B))**

Description:      Files include chain of custody for chemicals, thirty (30) day notification memorandum, Preliminary Report memorandum, Report of Investigation by Medical Examiner, Inmate Death Report, letters of invitation to attend execution, memoranda of execution observers, documents with execution assignments which name individuals, sequence of events inside the execution room, final twelve (12) hour schedule, reports from staff interactions with inmate in the final days prior to execution, execution log, thirty (30) day information packet, and order setting execution date.

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.

Add to schedule, April 22, 2021

**POLICE PENSION AND RETIREMENT BOARD**

Amendments to Records Disposition Schedule **94-08**

**\* April 22, 2021 \***

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Summary

- 1-3A Agency requests series be amended.
- 1-3C Agency requests series be deleted. This is unsolicited mail. There is no backlog of records.
- 1-4 Agency requests series be amended.
- 1-5A Agency requests series be amended.
- 1-7 Agency requests series be deleted. The agency no longer receives or maintains these records. There is no backlog of records.
- 1-9 Agency requests series be amended.
- 1-10 Agency requests series be amended.
- 1-11 Agency request series be amended.
- 1-12 Agency request series be amended.
- 1-13 Agency requests series be deleted. This information is included in series 1-9.
- 1-14 Agency requests series be deleted. This record is no longer received or maintained by the agency.
- 1-15 Agency requests series be amended.
- 1-19 Agency requests series be amended.
- 1-21 Agency requests series be deleted. These records are no longer created. This is not a current business practice.
- 1-22 Agency requests series be deleted. These records are no longer created. This is not a current business practice.
- 1-25 Agency requests series be deleted. These records are no longer created. This is not a current business practice.
- 1-26 Agency requests series be deleted. These records are no longer received. This is not a current business practice.
- 1-28 Agency requests series be deleted. This information is included in General Records Disposition Schedule, Series 1-42.
- 1-30 Agency requests series be deleted. This is unsolicited mail. There is no backlog of records.
- 1-31 Agency requests series be transferred to series 1-3A.
- 1-32 Agency requests series be transferred to series 1-33.

ARCHIVES AND RECORDS COMMISSION

**POLICE PENSION AND RETIREMENT BOARD**

Amendments to Records Disposition Schedule **94-08**

**\* April 22, 2021 \***

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- 
- 1-33 Agency requests series be amended.
  - 1-34 Agency requests series be amended.
  - 2-9 Agency requests series be deleted. This is a convenience copy of a record created by the Oklahoma State Pension Commission.

**POLICE PENSION AND RETIREMENT BOARD**

Amendments to Records Disposition Schedule **94-08**

**\* April 22, 2021 \***

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Administrative Records

**1-3 A Correspondence**

Description: ~~Incoming and copies of outgoing responses~~ File includes correspondence pertaining to Agency operations. ~~other than that in Series 1-3B (Agency Head Correspondence) and Series 1-3C (Marketing Material Correspondence).~~

Volume: six (6) cubic feet per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records. Destroy substantive records when they become three (3) years old.~~  
Retain in office three (3) years, then destroy.

**1-3 C Marketing Material Correspondence**

Description: ~~Incoming and copies of outgoing correspondence received from related to vendors. Material consists of letters of introduction, brochures, graphs, pamphlets, video tapes and computer disks from prospective and/or current vendors.~~

~~Volume: 2 cubic feet per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, April 22, 2021

**POLICE PENSION AND RETIREMENT BOARD**

Amendments to Records Disposition Schedule **94-08**

**\* April 22, 2021 \***

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Administrative Records

**1-4 Contribution Prelists-Original Record Copies (Confidential Record 11 O.S. §50-134.1)**

Description: Monthly payroll reports from municipalities listing the names of all police officers and their payroll contributions to the pension and retirement system. The documents are submitted along with payments within ten (10) days after municipality payrolls have been generated.

Volume: 4 cubic feet per year

Disposition: ~~Retain in office and transfer to electronic format. Destroy hard copy records when they become one (1) year old, upon certification that all records have been successfully transferred to electronic format. Destroy records when they become ten (10) years old, provided: (a) all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies; (b) no legal actions are pending; and (c) approval to destroy has been received from the State Records Administrator. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements and permission to destroy records has been received from the State Records Administrator.~~  
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.

**1-5A Summary of Assets (Custodian Annual Bank Statement)**

Description: Annual summary of investment transactions.

Volume: 2 cubic feet per year

Disposition: ~~Retain in office two (2) years and transfer to electronic format. Destroy hard copy records when they become one (1) year old, upon certification that all records have been successfully transferred to electronic format.~~  
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.

**POLICE PENSION AND RETIREMENT BOARD**

Amendments to Records Disposition Schedule **94-08**

**\* April 22, 2021 \***

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Administrative Records

**1-7 Local Pension Board**

Description: ~~Copies of Local Pension Board Minutes (from member municipalities) used solely for reference purposes.~~

Volume: ~~2 cubic feet per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, April 22, 2021

**1-9 Member Files (Confidential Record 11 O.S. §50-134.1)**

Description: File contains applications, payment records, correspondence, W2 Forms, W4 Forms, physicals, court documents, municipal documents (such as life insurance forms) and other documents pertaining to members of the system.

Volume: seven (7) cubic feet per year

Disposition: ~~Retain in office two (2) years and transfer to electronic format. Destroy hard copy records when they become one (1) year old, upon certification that all records have been successfully transferred to electronic format.~~  
Retain in office permanently.

ARCHIVES AND RECORDS COMMISSION

**POLICE PENSION AND RETIREMENT BOARD**

Amendments to Records Disposition Schedule **94-08**

**\* April 22, 2021 \***

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Administrative Records,

1-10      **Actuarial Data (Confidential Record 11 O.S. §50-134.1)**

Description:            File contains ~~printout~~ of fiscal year end member data used in compilation of the actuarial report.

Volume:                less than 1 cubic foot per year

Disposition:           ~~Retain in office until completion of Annual Actuarial Report and deposit with the Oklahoma Publications Clearinghouse in accordance with O.S. 65 § 3-110.~~  
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.

1-11      **Contracts**

Description:            Record copies of contracts with investment managers and custodian bank to which the agency is party.

Volume:                less than 1 cubic foot per year

Disposition:           ~~Retain in office until five (5)~~ seven (7) years after expiration, 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.



**POLICE PENSION AND RETIREMENT BOARD**

Amendments to Records Disposition Schedule **94-08**

**\* April 22, 2021 \***

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Administrative Records

1-12 **Warrant Registers (~~Hard Copy~~) (Confidential Record 11 O.S. §50-134.1)**

Description: Register contains ~~monthly hard copy printouts~~ report of benefits paid to retirees.

Volume: 2 cubic feet per year

Disposition: ~~Retain in office two (2) years and transfer to electronic format. Destroy hard copy records when they become one (1) year old, upon certification that all records have been successfully transferred to electronic format.~~  
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.

1-13 **~~Deduction Recapitulation (Confidential Record 11 O.S. §50-134.1)~~**

Description: ~~File consists of monthly printout of deduction information of retirees.~~

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

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, April 22, 2021

1-14 **~~Municipalities Procedures Manual~~**

Description: ~~Manual detailing the procedures municipalities use to add, delete, and process their payroll contributions.~~

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

Disposition: ~~Retain in office until superseded, then destroy.~~  
Delete from schedule, April 22, 2021

**POLICE PENSION AND RETIREMENT BOARD**

Amendments to Records Disposition Schedule **94-08**

**\* April 22, 2021 \***

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Administrative Records

**1-15 Performance Analysis of Investment Managers**

Description: Monthly, quarterly and yearly reports supplied by the financial consultant reflecting cumulative performance of investments over ~~a five year period~~ multiple measurement periods.

Volume: 1 cubic foot per year

Disposition: ~~Retain in office until completion of Board meeting, then transfer to Official Minutes, Series 1-1, General Records Disposition Schedule.~~  
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.

**1-19 Professional Services Bidding Documentation**

Description: Requests for proposal, invitations to bid, and any correspondence concerning the bids made by unsuccessful bidders.

Volume: 3 cubic feet per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then transfer to the State Records Center. Destroy records when they become five (5) years old, 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.~~  
Retain in office seven (7) years after expiration of contract, 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.

**POLICE PENSION AND RETIREMENT BOARD**

Amendments to Records Disposition Schedule **94-08**

**\* April 22, 2021 \***

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Administrative Records

~~1-21~~ **Membership Compliance Records (Confidential Record 74 O.S. §3113 & 11 O.S. §50-134.1)**

~~Description:~~ File contains records used to verify member municipalities are in compliance with statutory membership requirements for active police officers. File includes internal and quarterly reports provided by the Council on Law Enforcement Education and Training.

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

~~Disposition:~~ Retain in office until no longer required for administrative purposes, then destroy.  
Delete from schedule, April 22, 2021

~~1-22~~ **Proxy Voting Records**

~~Description:~~ File contains reports by investment managers regarding the voting of proxies of companies whose securities are owned by the Oklahoma Police Pension and Retirement System.

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

~~Disposition:~~ Retain in office for two (2) 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.  
Delete from schedule, April 22, 2021

ARCHIVES AND RECORDS COMMISSION

**POLICE PENSION AND RETIREMENT BOARD**

Amendments to Records Disposition Schedule **94-08**

**\* April 22, 2021 \***

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Administrative Records

~~1-25~~ **Certification of Distribution**

~~Description:~~ File contains forms returned by or on behalf of the Chief of Police of participating municipalities related to the distribution of benefit statements and pension books to active officers who are members of the Oklahoma Police Pension and Retirement System.

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

~~Disposition:~~ Retain in office until no longer required for administrative purposes, then destroy.  
Delete from schedule, April 22, 2021

~~1-26~~ **Member Municipality Collective Bargaining Agreement**

~~Description:~~ File contains copies of collective bargaining agreements between member municipalities and their police department. The agreements are reviewed for informational purposes. The record copies are maintained by each respective municipality.

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

~~Disposition:~~ Retain in office until no longer required for administrative purposes, then destroy.  
Delete from schedule, April 22, 2021

~~1-28~~ **Professional Service Provider Questionnaires**

~~Description:~~ File contains cover letters and questionnaires sent annually to professional service providers requesting yearly updates on pending investigations.

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

~~Disposition:~~ Retain in office until superseded, then destroy.  
Delete from schedule, April 22, 2021

**POLICE PENSION AND RETIREMENT BOARD**

Amendments to Records Disposition Schedule **94-08**

**\* April 22, 2021 \***

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Administrative Records

**1-30    ~~Unsolicited Resumes (Confidential Record 51 O.S. § 24A.7)~~**

~~Description:~~                    File includes unsolicited resumes, correspondence, and supporting materials received from persons inquiring about potential employment opportunities that do not pertain to any existing position vacancies within the agency or to advertisements or other solicitations seeking applications for employment from the agency and copies of outgoing correspondence.

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

~~Disposition:~~                    Retain in office until no longer required for administrative purposes, then destroy.  
Delete from schedule, April 22, 2021

**1-31    ~~Surveys~~**

~~Description:~~                    File contains copies of surveys and responses to surveys sent by national publications and directories specializing in investment related topics, investment and consulting firms, other state employee retirement systems and others seeking information about the agency's operations. Survey questions cover a wide variety of topics. Examples of subjects covered include asset allocation, portfolio performance, percentage of investments in various categories, retirement system provisions and agency operations.

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

~~Disposition:~~                    Retain in office until no longer required for administrative purposes, then destroy.  
Transfer to series 1-3A, April 22, 2021

**POLICE PENSION AND RETIREMENT BOARD**

Amendments to Records Disposition Schedule **94-08**

\* April 22, 2021 \*

Administrative Records

1-32 **Investment Manager/Consultant Correspondence (Contracted Managers and Consultant)  
(Active)**

**Description:** ~~File consists of correspondence, including attachments/enclosures, to and from investment managers and investment consultant under contract with the agency. Correspondence is received and sent via the US Postal Service, private delivery services, facsimile, and email, and covers all aspects of activities of investment managers and investment consultant. Examples of topics discussed include, but are not limited to, lists of firms under contract with the agency, draft copies and final versions of Statements of Policy Guidelines and Investment Objectives, and attendance at Board meetings to review performance and investment strategies.~~

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

**Disposition:** ~~Retain in office and destroy duplicate and ancillary materials when no longer required for administrative purposes. Transfer substantive records pertaining to individual investment manager/consultant to Series 1-33, Investment Manager/Consultant Correspondence (Contracted Managers and Consultant) (Inactive), upon expiration or termination of applicable contracts.~~  
Transfer to series 1-33, April 22, 2021

1-33 **Investment Manager/Consultant Correspondence (Contracted Managers and Consultant)  
(Inactive)**

**Description:** File consists of correspondence, including attachments/enclosures, to and from investment managers and investment consultants whose contract has expired or been terminated. Correspondence is received and sent via the US Postal Service, private delivery services, facsimile, and email, and covers all aspects of activities of investment managers and investment consultant. Examples of topics discussed include, but are not limited to, lists of firms under contract with the agency, draft copies and final versions of Statements of Policy Guidelines and Investment Objectives, and attendance at Board meetings to review performance and investment strategies.

**Volume:** one (1) cubic feet per year

**Disposition:** Retain in office and destroy records pertaining to individual investment managers/consultants ~~five (5)~~ seven (7) years after expiration or termination of applicable contract, provided all audits have been completed and all applicable audit reports have been accepted and resolved by 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.

**POLICE PENSION AND RETIREMENT BOARD**

Amendments to Records Disposition Schedule **94-08**

**\* April 22, 2021 \***

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Administrative Records

1-34 **Police Officer Applicants Not Hired Files (Confidential Record 74 O. S. § 3113 and 11 O. S. § 50-134.1)**

Description: File contains correspondence with member municipality, physicals, and other documents pertaining to applicants who were not hired by a member municipality, and therefore, never became a member of the Oklahoma Police Pension and Retirement System.

Volume: one (1) cubic foot per year

Disposition: ~~Retain in office and transfer records to electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, upon verification that all records have been successfully entered into an electronic format.~~  
Retain in office permanently.

ARCHIVES AND RECORDS COMMISSION

**POLICE PENSION AND RETIREMENT BOARD**

Amendments to Records Disposition Schedule **94-08**

**\* April 22, 2021 \***

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Financial Records

**2-9 State Pension Commission Reports**

Description: ~~Copies of reports prepared by financial consultant for the Oklahoma State Pension Commission. The Oklahoma State Pension Commission is the state office of record.~~

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

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, April 22, 2021



**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION**  
Amendments to Records Disposition Schedule 2017-01

**\* April 22, 2021 \***

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Summary

34-20 Agency requests series be added to its schedule.

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

Amendments to Records Disposition Schedule 2017-01

\* April 22, 2021 \*

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Finance

34-20      **Technology Centers Working File**

Description:            File contains technology center data from different sources used to create various reports. File may contain Estimate of Needs, Cost Reports, Business and Industry payments, along with related information.

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

Disposition:           Retain in office for five (5) years, then destroy.  
Add to schedule, April 22, 2021

ARCHIVES AND RECORDS COMMISSION

**DEPARTMENT OF HUMAN SERVICES**

**General Records**

Amendments to Records Disposition Schedule **97-05**

**\* April 22, 2021 \***

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Summary

3-19 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES

General Records

Amendments to Records Disposition Schedule 97-05

\* April 22, 2021 \*

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3-19 **Family and Medical Leave Act (FMLA) and Coronavirus Leave Records (Confidential Record 29 CFR § 825.500)** Records are subject to 51 O.S. §24A.7) The Families First Coronavirus Response Act, H.R. 6201, signed into law on March 18, 2020; and the American Rescue Plan Act, H.R. 1319, signed into law on March 11, 2021

Description: File contains OKDHS records relevant to compliance and implementation of the Family and Medical Leave Act of 1993, including basic payroll ~~and identifying~~ information, FMLA leave taken, and medical histories. A complete list of records required to be kept to comply with the Family and Medical Leave Act is enumerated in 29 CFR § 825.500. File also contains OKDHS records relevant to compliance and implementation of the Families First Coronavirus Response Act (FFCRA) of 2020, and the American Relief Plan Act of 2021, including basic payroll information, Emergency Paid Sick Leave Act (EPSLA) taken, Emergency Family and Medical Leave Expansion Act (EFMLEA) taken, any medical or required documentation, and any correspondence, including denial documentation for the leave.

Records may be in a variety of formats including paper, electronic, or microfilm.

Volume: five (5) cubic feet per year

Disposition: Retain ~~three (3)~~ 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, no legal actions are pending, and approval to destroy documents has been received from the State Records Administrator. 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 HUMAN SERVICES**

**Aging Services**

Amendments to Records Disposition Schedule **2001-01**

**\* April 22, 2021 \***

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Summary

9-2 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES

Aging Services

Amendments to Records Disposition Schedule 2001-01

\* April 22, 2021 \*

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Advantage Administration Unit

9-2 **Claims Reading Files (Confidential Record 21 O.S. §590)**

Description: File contains agency names and provider numbers; consumer's name, Medicaid Number, and Social Security Number; service codes and date of service; and diagnosis codes.

Records may be in a variety of formats including paper, electronic, or microfilm.

Volume: ten (10) cubic feet per year

Disposition: ~~Retain current year in office, then transfer to records storage. Retain in records storage until they become seven (7) years old, Retain seven (7) 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, no legal actions are pending, and approval to destroy documents has been received from the State Records Administrator. 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 HUMAN SERVICES**

**Human Resources Management**

Amendments to Records Disposition Schedule **2020-04**

**\* April 22, 2021\***

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Summary

3-3 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES

Human Resources Management

Amendments to Records Disposition Schedule 2020-04

\* April 22, 2021\*

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Performance and Compliance Management/Employees Relations

3-3 **Family and Medical Leave Act (FMLA) and Coronavirus Leave Records** Records are subject to 51 O.S. §24A.7; The Families First Coronavirus Response Act, H.R. 6201, signed into law on March 18, 2020; and the American Rescue Plan Act, H.R. 1319, signed into law on March 11, 2021

Description: File contains OKDHS records relevant to compliance and implementation of the Family and Medical Leave Act of 1993, ~~and the Families First Coronavirus Response Act (FFCRA) of 2020~~ including basic payroll information, FMLA leave taken, and medical histories (a complete list of records required to be kept to comply with Family and Medical Leave Act is enumerated in 29 CFR § 825.000-825.500). ~~Also includes Emergency Paid Sick Leave Act (EPSLA) taken, Emergency Family and Medical Leave Expansion Act (EFMLAEA) taken, correspondence, and required documentation, including denial documentation for the leave.~~

File also contains OKDHS records relevant to compliance and implementation of the Families First Coronavirus Response Act (FFCRA) of 2020, and the American Relief Plan Act of 2021, including basic payroll information, Emergency Paid Sick Leave Act (EPSLA) taken, Emergency Family and Medical Leave Expansion Act (EFMLEA) taken, any medical or required documentation, and any correspondence, including denial documentation for the leave.

Records may be in a variety of formats including paper, electronic, or microfilm.

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

Disposition: Retain 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; no legal actions are pending; and approval to destroy documents has been received from the State Records Administrator. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.



**OKLAHOMA DEPARTMENT OF LIBRARIES**  
Amendments to Records Disposition Schedule **82-19**

**\* April 22, 2021 \***

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Summary

- 15-2 Agency requests series be amended.
- 15-5 Agency requests series be amended.
- 15-6 Agency requests new series be added to its schedule.
- 15-7 Agency requests new series be added to its schedule.
- 15-8 Agency requests new series be added to its schedule.
- 16-1 Agency requests new series be added to its schedule.
- 16-2 Agency requests new series be added to its schedule.
- 16-3 Agency requests new series be added to its schedule.
- 16-4 Agency requests new series be added to its schedule.

OKLAHOMA DEPARTMENT OF LIBRARIES

Consolidated Records Disposition Schedule 82-19

\* April 22, 2021 \*

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Office of Public Information

15-2 **Oklahoma Almanac Source Files**

Description: Working materials used for the *Oklahoma Almanac*.

Volume: 1 cubic foot per year

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

OR

~~Retain in office in an electronic format. Store a back up copy of the records in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up records in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and after retaining at least one (1) user copy of the records in the agency. Delete records when no longer required for administrative purposes.~~

15-5 **“Agencies, Boards and Commissions” Source Files**

Description: Working materials used for “*Oklahoma State Agencies, Boards and Commissions*.”

Volume: 1 cubic foot per year

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

OR

~~Retain in office in an electronic format. Store a back up copy of the records in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up records in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and after retaining at least one (1) user copy of the records in the agency. Delete records when no longer required for administrative purposes.~~

**OKLAHOMA DEPARTMENT OF LIBRARIES**

Consolidated Records Disposition Schedule **82-19**

**\* April 22, 2021 \***

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Office of Public Information

15-6      **Oklahoma Center for the Book**

Description:      File includes working materials used for Oklahoma Center for the Book, a state affiliate of the Center for the Book in the Library of Congress, including the Oklahoma Book Awards and Letters About Literature. File also includes project reports submitted to the Library of Congress annually.

Disposition:      Working materials: Retain in office until no longer required for administrative purposes, then destroy.  
Reports: Retain in office permanently.  
Add to schedule, April 22, 2021

15-7      **Project Files**

Description:      Working materials used for preparation of publications, press releases, and other resources developed by the Public Information Office in support of the agency.

Disposition:      Working materials: Retain in office until no longer required for administrative purposes, then destroy.  
Master/Final copy: Retain in office permanently.  
Add to schedule, April 22, 2021

15-8      **Social Media Posts**

Description:      Files include working materials used for preparation of social media posts and reports associated with social media activity, as well as social media posts and comments received in response to posts.

Disposition:      Retain in office until no longer required for administrative purposes, then destroy.  
Add to schedule, April 22, 2021

OKLAHOMA DEPARTMENT OF LIBRARIES  
Consolidated Records Disposition Schedule 82-19

\* April 22, 2021 \*

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Office of Literacy Resources

16-1      **Literacy Grants**

Description:      File includes working materials used for administration of literacy grants funded with state and federal funds, which include the agency's request for proposals, applicant proposals, contracts, claim forms, correspondence, and reports.

Disposition:      Retain in office for seven (7) 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, April 22, 2021

16-2      **Temporary Assistance to Needy Families (TANF)**

Description:      File includes working materials used for administration of Temporary Assistance to Needy Families (TANF) grants, which are funded by the Oklahoma Department of Human Services (DHS), which include the agency's contracts with DHS, contracts with funded programs, claim forms, correspondence, and reports.

Disposition:      Retain in office for seven (7) 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, April 22, 2021

16-3      **Literacy Publications**

Description:      File includes working materials used for publications of the Office of Literacy Development, including books, brochures, and manuals.

Disposition:      Retain in office until no longer required for administrative purposes, then destroy.  
Deposit required copies with the Oklahoma Publications Clearinghouse of the Oklahoma Department of Libraries in accordance with 65 O.S. § 3-114.  
Add to schedule, April 22, 2021

**OKLAHOMA DEPARTMENT OF LIBRARIES**

Consolidated Records Disposition Schedule **82-19**

**\* April 22, 2021 \***

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Office of Literacy Resources

16-4      **Project Files**

Description:      File includes working materials used for Office of Literacy Development projects, such as Read Across Oklahoma and My First Library, including proposals for private funding, budgets, invoices, promotional information, and reports.

Disposition:      Retain in office for seven (7) 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, April 22, 2021

ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA DEPARTMENT OF LIBRARIES**

Records Disposition Authorization 2021-02

**\* April 22, 2021 \***

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Summary

The Oklahoma Department of Libraries requests approval for the destruction of the described records.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2021-02

\* April 22, 2021 \*

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The Oklahoma Department of Libraries requests authorization for the immediate destruction of the following records which are currently housed in the State Records Center.

**Constituency Files**

Dates Included: January 13, 2003 – January 14, 2019

Volume: Approximately 30 cubic feet (26 cubic feet for Fallin and 4 cubic foot for Henry)

These records include correspondence from members of the public addressed to Governor Brad Henry and Governor Mary Fallin. The records were transferred to the State Archives following the end of each of their terms. Governor Henry took office on January 13, 2003 and left office on January 10, 2011. Governor Fallin took office on January 10, 2011 and left office on January 14, 2019.

Records Disposition Schedule 86-27 for the Office of the Governor provides the following description and retention period:

1-14 **Constituency Files**

A. Description: Files contain incoming correspondence addressed to the Governor from residents of the State of Oklahoma requesting that the Governor direct attention toward a concern of personal or local interest which is of importance to the correspondent.

Disposition: Retain in office for three months, then destroy.

B. Description: Files contain electronic copies of outgoing correspondence to residents of the State of Oklahoma who have written to the Governor requesting that attention be given toward a concern of personal or local interest.

Disposition: Retain in office until one (1) year old, then delete or destroy.

ARCHIVES AND RECORDS COMMISSION

**DEPARTMENT OF LIBRARIES**  
Records Disposition Authorization **2021-04**

**\* April 22, 2021 \***

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Summary

Agency requests approval for the destruction of the described records.



ARCHIVES AND RECORDS COMMISSION

**DEPARTMENT OF LIBRARIES**  
Records Disposition Authorization **2021-04**

**\* April 22, 2021 \***

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The Oklahoma Department of Libraries requests approval for the destruction of the following records which are housed in the State Archives.

Series Title: Judicial Nominating Commission-Candidates Not Appointed  
Volume: Two (2) cubic feet  
Date Range: January 10, 2011 - January 14, 2019 (Term for Governor Fallin)

Records Disposition Schedule 86-27 for the Office of the Governor includes the following records series as approved by the Archives and Records Commission on February 25, 2021.

1-2A **Judicial Nominating Commission (Records may be confidential, subject to 51 O.S. §24A.7, 74 O.S. §150.5, and 1997 OK AG 16.)**

Description: File includes Applications for Judicial Vacancy (Application) and personal information filed by the applicants with the chairperson of the Judicial Nominating Commission (JNC) at the office of the Administrative Director of the Courts. The Administrator or his/her appointee compiles a confidential investigation of the judicial candidates which can include lawyer and judicial complaints/disciplinary records, criminal history reports, background investigation reports of the Oklahoma State Bureau of Investigation, credit history reports, educational records, tax records, records of the Oklahoma Bar Association and Oklahoma Board of Bar Examiners, records of civil or criminal litigation, records of the Oklahoma Ethics Commission, and any correspondence regarding the candidates.

The chairperson of the JNC or his/her appointee delivers to the Governor a copy of the Application and all other documents related to the confidential investigation for the three candidates selected by the JNC for potential appointment (Supreme Court Records Disposition Schedule 80-44, Series 1-13).

Disposition: Appointed candidates: Retain Application in office ten (10) years, then destroy. Retain all other documents relating to the confidential investigation of the appointee until appointee is sworn in, then destroy.  
Candidates not appointed: Retain Applications and all other documents until appointee is sworn in, then destroy.