

ARCHIVES AND RECORDS COMMISSION

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

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

AGENDA

Call to Order
Roll Call

Nicole Willard, Chair
Melody A. Kellogg, Vice Chair and Secretary
Ruthie Chicoine
Kirby Smith
Connie Taylor

Approval of Minutes of the Meeting of April 22, 2021 *

State Archives and Records Management Division Quarterly Report

Key to abbreviations used below:

[AMD] = Amendment to a Records Disposition Schedule

[NEW] = Records Disposition Schedule

[RDA] = Records Disposition Authorization

*Consideration of Requests**

88-03	[AMD]	Oklahoma Department of Transportation
89-01	[AMD]	Oklahoma Employment Security Commission
89-04	[AMD]	Oklahoma Department of Corrections, Institutions
92-13	[AMD]	Oklahoma Office of the State Auditor and Inspector
94-09	[AMD]	Oklahoma Department of Environmental Quality
95-06	[AMD]	Oklahoma Health Care Authority
2017-01	[AMD]	Oklahoma Department of Career and Technology Education
2003-02	[AMD]	Oklahoma Department of Health, Community and Family Health Services
2001-04	[AMD]	Oklahoma Department of Human Services, Adult and Family Services
2001-06	[AMD]	Oklahoma Department of Human Services, Child Support Services

ARCHIVES AND RECORDS COMMISSION

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

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

GRDS U & C [AMD]
2021-05 [RDA]

Oklahoma Department of Libraries
Oklahoma Department of Libraries

Adjournment

* Archives and Records Commission action required.

2021 Meeting Dates for the Archives and Records Commission

- October 21, 2021

**Archives and Records Commission
Minutes
April 22, 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
Ruthie Chicoine	Proxy for State Auditor
Kirby Smith	Proxy for Lt. Governor
Connie Taylor	Proxy for State Treasurer

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
Earl Morrison	Council on Law Enforcement Education and Training
Janey Rowden	Council on Law Enforcement Education and Training
John Parker	Council on Law Enforcement Education and Training
Sydney Barrett	Department of Transportation
Sarah Penn	Department of Transportation
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 April 12, 2021. The agenda was also posted on the agency's website on April 12, 2021.

Approval of Minutes of the Meeting of February 25, 2021:

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

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

Consideration of Requests:

Records Disposition Authorization 2021-03, Oklahoma Council on Law Enforcement Education and Training

Davis introduced Janey Rowden and John Parker. The Oklahoma Council on Law Enforcement Education and Training requested Records Disposition Authorization 2021-03 be approved.

Approval of Records Disposition Authorization 2021-03 was moved by Taylor and seconded by Chicoine.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 81-06, Department of Transportation, Finance

Davis introduced Sydney Barrett and Sarah Penn. The Department of Transportation requested Records Disposition Schedule 81-06 be amended.

Approval of the Amendment to Records Disposition Schedule 81-06 was moved by Kellogg and seconded by Smith.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	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 Kellogg and seconded by Taylor.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 2018-02, Department of Transportation

The Department of Transportation requested Records Disposition Schedule 2018-02 be amended.

Approval of the Amendment to Records Disposition Schedule 2018-02 was moved by Smith and seconded by Chicoine.

Chicoine aye
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 Kellogg and seconded by Chicoine.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 94-08, Oklahoma Police Pension and Retirement System

The Oklahoma Police Pension and Retirement System requested Records Disposition Schedule 94-08 be amended.

Approval of the Amendment to Records Disposition Schedule 94-08 was moved by Smith and seconded by Chicoine.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

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

The Department of Career and Technology Education requested Records Disposition Schedule 2017-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2017-01 was moved by Kellogg and seconded by Willard.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

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

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

Chicoine	aye
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 Kellogg and seconded by Smith.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 2020-04, Department of Human Services, Human Resources Management

The Department of Human Services requested Records Disposition Schedule 2020-04 be amended.

Approval of the Amendment to Records Disposition Schedule 2020-04 was moved by Smith and seconded by Chicoine.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

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

The Department of Libraries requested Records Disposition Schedule 82-19 be amended.

Approval of the Amendment to Records Disposition Schedule 82-19 was moved by Smith and seconded by Chicoine.

Chicoine	aye
Kellogg	abstain
Smith	aye

Taylor aye
Willard aye

Records Disposition Authorization 2021-02, Department of Libraries

The Department of Libraries requested Records Disposition Authorization 2021-02 be approved.

Approval of Records Disposition Authorization 2021-02 was moved by Smith and seconded by Willard.

Chicoine aye
Kellogg abstain
Smith aye
Taylor aye
Willard aye

Records Disposition Authorization 2021-04, Department of Libraries

The Department of Libraries requested Records Disposition Authorization 2021-04 be approved.

Approval of Records Disposition Authorization 2021-04 was moved by Smith and seconded by Chicoine.

Chicoine aye
Kellogg abstain
Smith aye
Taylor aye
Willard aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:20 a.m.

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

Archives and Records Management Division Report – July 8, 2021

Archives

Archives staff recently partnered with staff in the Office of Library Resources to digitize several rare items from the Oklahoma Collection. One of these items was a City of Oklahoma City Charter from 1924. The archivist for the City of Oklahoma City was excited to see an attestation from the city clerk at the end of the charter, which her copy does not contain. She is going to link to Digital Prairie on her website so others can find this version of the city charter.

Several divisions at ODL are collaborating to promote ODL's digital collections and resources. In May, Archives staff helped prepare promotional materials for the Tulsa Race Massacre collection on Digital Prairie. The collection was featured on ODL's social media platforms and a flyer about the collection was sent to over 13,000 subscribers. These promotional efforts, coupled with the 100th anniversary of the Tulsa Race Massacre on May 31 and June 1, led to the highest number of pageviews the collection has ever seen. Additionally, one of the telegrams in the collection was used in KOCO 5's chronicle, "The Grit of Greenwood: 100 Years After Tulsa's Race Massacre," which premiered on May 28, 2021.

With the assistance of the Public Information Office, Archives staff have participated in two more Archives Hashtag Parties on Twitter. The events, sponsored by the National Archives and Records Administration, generate considerable social media interaction for ODL. The theme for May was bugs and the theme for June was wheels.

Holly Hasenfratz and Alyssa Vaughn have completed the training and passed the exam for the Records and Information Management Certificate program through the Association of Records Managers and Administrators.

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, state government publications, and high school yearbooks for upload to Digital Prairie. Johnny Colvin continued his work scanning state publications for inclusion in the Archives.OK.gov collection.

Archives staff have received several interesting requests recently, including information on Laura Lykins, the first female attorney in Oklahoma, a request from France about a WWII veteran born in Oklahoma, and a 1975 Oklahoma Supreme Court case that is under review because of the impact of the U.S. Supreme Court *McGirt v. Oklahoma* decision.

Holly Hasenfratz is supervising one undergraduate history major from the University of Oklahoma for a digital internship this summer. The main project she is focusing on is indexing court files from Indian Territory for upload to Digital Prairie.

One of our previous interns is applying to OU's Library and Information Studies program.

Records Center & Annex

Construction at the Annex is complete. The improvements include mold remediation, new sheetrock, new doors, and repairs to the roof and exterior walls. A new alarm system was also recently installed in the building.

Agencies continued transferring records to the Records Center for storage. Recent transfers included: State Auditor, Corporation Commission, and Physician Manpower Training Commission. Recent agency destructions included: Employment Security Commission, Office of Juvenile Affairs, Office of Management and Enterprise Services, and Securities Commission. Since April, Sharif Tucker and Johnny Colvin have pulled 749 cubic feet of records for destruction.

During this fiscal year, fifteen agencies transferred 696 cubic feet of records to the State Records Center. In addition, ten agencies approved the destruction of 1,344 cubic feet of records stored at the State Records Center. The State Records Center currently stores 37,505 cubic feet of records for 41 state agencies.

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

*** July 22, 2021 ***

Summary

Agency requests name of division one, Programs Division, be amended to Programs Division (Comptroller)

- 1-1 Agency requests series be amended.
- 1-3 Agency requests series be amended.
- 1-5 Agency requests series be deleted. These records are convenience copies.
- 3-1 Agency requests series be deleted. These records are convenience copies.
- 3-2 Agency requests series be amended.
- 4-6 Agency requests series be amended.
- 4-7 Agency requests series be amended.
- 4-8 Agency requests series be deleted from schedule. These records are no longer created by this division. There is no backlog of records.
- 4-9 Agency requests series be transferred from series 39-1.

Agency requests name of division six, Research and Development, be amended to Office of Research and Implementation (ORI).

- 6-1 Agency requests series be amended.
- 6-2 Agency requests series be amended.
- 6-3 Agency requests series be amended.
- 6-4 Agency requests series be amended.
- 6-7 Agency requests series be amended.
- 6-8 Agency requests series be amended.
- 6-9 Agency requests series be deleted. These records are included in Schedule 88-03, Series 6-1.
- 6-10 Agency requests series be amended.
- 27-1 Agency requests series be deleted. These records are maintained by the Office of Management and Enterprise Services, which provides Information Technology services to the agency. There is no backlog of records.
- 27-2 Agency requests series be deleted. This system is no longer in use. There is no backlog of records.

ARCHIVES AND RECORDS COMMISSION

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

*** July 22, 2021 ***

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- 27-3 Agency requests series be deleted. These records are included in Schedule 88-03, Series 7-52.
- 27-4 Agency requests series be deleted. These records are included in Schedule 88-03, Series 26-7.
- 27-5 Agency requests series be deleted. These records are included in Schedule 88-03, Series 11-16.
- 27-6 Agency requests series be deleted. These records are included in General Records Disposition Schedule, Series 2-41.
- 27-7 Agency requests series be deleted. These records are included in General Records Disposition Schedule, Series 2-41.
- 27-8 Agency requests series be deleted. These records are included in Schedule 88-03, Series 10-1 and 10-6.
- 27-9 Agency requests series be deleted. These records are included in General Records Disposition Schedule, Series 2-33.
- 27-10 Agency requests series be deleted. These records are included in General Records Disposition Schedule, Series 2-12.
- 27-11 Agency requests series be deleted. These records are included in Schedule 94-01, Series 1-40.
- 27-12 Agency requests series be deleted. These records are included in Schedule 81-06, Series 1-12.
- 27-13 Agency requests series be deleted. These records are included in Schedule 88-03, Series 40-1.
- 39-1 Agency requests series be amended and transferred to series 4-9.
- 39-2 Agency requests series be deleted. This series is also included in Schedule 88-03, Series 4-8.
- 39-3 Agency requests series be amended.

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

*** July 22, 2021 ***

Programs Division (Comptroller)

1-1 Project Number Assignment Record: Federal & State Project

Description: Permanent record of Project and Agreement Numbers assigned to proposed contracts for Federal Aid Primary, Secondary and Urban Roads and Interstate Highways and for all state Programs relating to Highway engineering, administration, right-of-way acquisition, construction, and maintenance.

Volume: 1 cubic foot per year

Disposition: Retain in office permanently.

1-3 Federal Highway Administration Statistical Studies

Description: Statistical reports used to compile annual reports relating to State Motor Fuel, Motor Vehicles, Drivers' Licenses and Highway Finance Data.

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

Disposition: Retain in office until three (3) years after compilation of applicable annual report, then destroy.

1-5 ~~Federal Aid Project Status Record~~ (convenience copy)

Description: ~~File contains copies of non active Federal Aid Program data, sketch map and cost estimate documents of authorized and completed Federal Aid projects for various and completed federal aid systems. The Department of transportation is the state office of record (schedule 81-06, series 1-12).~~

Volume: ~~12 cubic feet per year~~

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

Delete from schedule, July 22, 2021

ARCHIVES AND RECORDS COMMISSION

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

* July 22, 2021 *

Materials

3-1 **Employee Earnings Record**

~~Description: Copies of Form DTA 9, Employee Earnings Record. The Comptroller's Office is the office of record (Schedule 79-10, Series 1-9).~~

~~Volume: 6 cubic feet per year~~

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

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

* July 22, 2021 *

Materials

3-2 **Project Files**

Description: Files consist of various DOT forms used to document the construction of highway projects.

Volume: eighteen (18) cubic feet per year

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

~~OR~~

~~Retain in office and store all records in optical disks format and destroy hard copy documents except those that cannot be reproduced in a legible and readable condition (a) upon certification that all records have been successfully entered on disk; (b) after storing a back up copy of the disk 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, after storing the back up disk in an off site storage area whose temperature is between 65 and 75 degrees Fahrenheit and whose relative humidity is between 30% and 50%; and (c) 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.~~

~~Microfilm may be used in lieu of back up disks provided (a) all master negatives have been certified as meeting all standards for authenticity, photographic quality, and bibliographic integrity required by the Archives and Records Commission; (b) all master negatives have been transferred to the Records Management Division of the Oklahoma Department of Libraries; and (c) no legal actions are pending. If legal actions are pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

Retain in office ten (10) years after completion of the project, then destroy, provided no legal actions are pending. If legal actions are pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

* July 22, 2021 *

Office Services (Reproduction)

4-6 **Project Plans** (Essential Record)

Description: Completed freeway signing plans, roadside safety projects (guardrail and impact attenuators), copies of all completed highway lighting project plans, and traffic signal plans of projects that have been let to contract.

Volume: two (2) cubic feet per year

Disposition: ~~Retain in office until completion of project, then microfilm. Destroy hard copy documents:—(1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.~~
Retain in office seven (7) years after completion of project, then destroy, provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

4-7 **Original Tracings** (Record Copy)

Description: Original linen tracings of highway engineering and construction plans. Items are approximately 24" x 36". Data includes title sheet, engineering specifications, design drawings, pay quantities and cross sections.

Volume: forty (40) cubic feet per year

Disposition: ~~Retain in office five (5) years, then microfilm. Transfer hard copy documents to the State Archives for permanent preservation:—(1) after transferring the master negative of the microfilm to the Records Management Division of the Oklahoma Department of Libraries, (2) after retaining at least two (2) user copies in the agency. (End note: the format for all microfilm [master negative and user copies] is aperture card.)~~
Retain in office twenty (20) years after completion of project, then destroy, provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

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

* July 22, 2021 *

Office Services (Reproduction)

4-8 ~~Sales Receipts (Invoices)~~

~~Description:~~ File contains receipts for sale of maps, construction plans and photocopies.

~~Volume:~~ 6 cubic foot per year

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

B. ~~Pink & Yellow Copy~~ Transfer to comptroller Division for inclusion in [Receipts] (Schedule 94-01, Series 1-13).

C. ~~Gold Copy~~ Return to customer who has requested reproduction services.

Delete from schedule, July 22, 2021

4-9 Office Services Division General Correspondence

Description: Files consist of correspondence necessary to implement the division functions. Files include correspondence between the division and the general public, city, county and state government.

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

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

Transfer from series 39-1, July 22, 2021

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

* July 22, 2021 *

Research and Development Office of Research and Implementation (ORI)

6-1 ~~Research and Development~~ Office of Research and Implementation (ORI)
Correspondence Files

Description: ~~Incoming and copies of outgoing correspondence to and from division. Any correspondence pertaining to projects are in Project Files, Series 3-2. File includes correspondence related to activities of the division.~~

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

Disposition: ~~Retain in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials three (3) or more years old.~~
Retain in office three (3) years, then destroy.

6-2 ~~Research Project Technical Files~~ Research, Implementation Project and Task Order
Technical Supporting Files

Description: ~~Files consist of working files on all projects that are ongoing within the division.~~

Volume: ~~20 cubic feet per year~~

Disposition: ~~Retain in office until three (3) years after completion of project, then weed duplicate and ancillary material. Transfer original data and project notes to Research Project Administrative Files, Series 6-3.~~
Retain in office three (3) years after completion of project, 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.

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

* July 22, 2021 *

Research and Development Office of Research and Implementation (ORI)

6-3 **Research ORI Project Administrative Files**

Description: Files consist of all correspondence, records of work results of testing on all ongoing projects. These include projects done in cooperation with universities and FHWA. It also includes contracts and final published reports on each project.

Volume: ten (10) cubic feet per year

Disposition: ~~Retain in office until three (3) years after expiration of project, then microfilm 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 microfilm two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.~~

After project final reports have been approved by ODOT and FHWA for publication, and sent to, accepted and archived by the National Transportation Library, publish and distribute electronic and hard copies of the final report in accordance with all federal and state requirements.

Retain in office until seven (7) years after expiration of project, 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.

6-4 **Budget and Contract Administration Working File**

Description: Files consist of monthly and yearly budget reports of contracts let to universities and colleges for research and development. The file also contains the status of the institutions' expenses against contract agreements.

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

Disposition: Retain in office until one (1) year 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.

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

* July 22, 2021 *

Research and Development Office of Research and Implementation (ORI)

6-7 **Experimental Products and Equipment for Highway Construction and Maintenance**
(Essential Record)

Description: Files consist of records for each piece of experimental product or equipment that is pending evaluation, being evaluated, evaluated and accepted, or that are non acceptable.

Volume: 40 cubic feet per year

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

6-8 **Advisory Members and District Sponsors Committee's ~~1, 2 and 3~~ (1. Project Proposals, 2. Proposals Pending, ~~3. Proposals Rejected~~)**

Description: Files include ~~copies of~~ correspondence with ~~committee members, copies of minutes of all meetings held,~~ requests for project proposals, proposals pending, and proposals rejected, and sponsorships secured.

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

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

6-9 **Miscellaneous Division Files**

Description: ~~Records consist of general files on various correspondence and possible information that could be used for ongoing projects.~~

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

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

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Amendments to Records Disposition Schedule **88-03**

*** July 22, 2021 ***

Research and Development Office of Research and Implementation (ORI)

6-10 **National Cooperative Research Programs**

Description: Files consist of copies of correspondence, information on committees, and ballots on cooperative projects.

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

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

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

* July 22, 2021 *

Data Processing

27-1 **Systems Documentation File**

Description: ~~File contains system documentation including program listings, production control instructions, user instructions, record file layouts, correspondence, schedules, and test data and results.~~

Disposition: ~~Retain in office five (5) years after system is no longer used, then destroy. Delete from schedule, July 22, 2021~~

27-2 **STRADIS**

Description: ~~File is created in accordance with the stradis reference manual. User requests for new computer systems as well as changes to existing systems cause a new case file to be created. This will contain all correspondence concerning the requests.~~

Disposition: ~~Retain in office five (5) years after system is no longer used, then destroy. Delete from schedule, July 22, 2021~~

27-3 **Roadway Inventory**

Description: ~~Data file storing an inventory of all roadway sections that are supported or maintained by the Department of Transportation defining the physical characteristics of Oklahoma's highway system. Entries include location, length, number of lanes, surface construction. Federal Aid is state office of record (Schedule 81-06, Series 1-12).~~

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

Disposition: ~~Retain master file in computer room and update as needed. Retain back-up copies in Data Services Division Annex until no longer required for administrative purposes, then erase and reuse or destroy disk. Delete from schedule, July 22, 2021~~

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

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Data Processing

27-4 **Bridge Inventory**

Description: ~~Data file storing list of all bridges in Oklahoma. Data includes inspections, repair recommendations, costs, locations and traffic. Bridge Division is state office of record (Schedule 88-03, Series 26-7).~~

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

Disposition: ~~Retain master file in computer room and update as needed. Retain back-up copies in DSD Annex until no longer needed for administrative purposes, then erase and reuse or destroy disk.~~
Delete from schedule, July 22, 2021

27-5 **Equipment Inventory**

Description: ~~Data file storing data on all depreciable and non-depreciable equipment owned or controlled by DOT. Information includes purchasing documents, annual physical audits, sale documents, transfer documents, transfer receipts, disposition notices. Operations Review and Evaluation Division is the state office of record (Schedule 88-03, Series 11-16).~~

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

Disposition: ~~Retain master file in computer room and update as needed. Retain back-up copies in DSD Annex until no longer needed for administrative purposes, then erase and reuse or destroy disk.~~
Delete from schedule, July 22, 2021

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
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Data Processing

27-6 **Warehouse Inventory**

Description: ~~Data file storing list of material, supplies and parts (equipment) utilized by DOT. Information includes item number, prime and secondary locations, requisition date and number, stock level, specifications, issue unit, quantity, value. Operations Review and Evaluation Division is state office of record (Schedule 88-03, Series 11-2).~~

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

Disposition: ~~Retain master file in computer room and update as needed. Retain back up copies in DSD Annex until no longer needed for administrative purposes, then erase and reuse or destroy disk.~~
Delete from schedule, July 22, 2021

27-7 **Fixed Assets**

Description: ~~Data file storing data on all fixed assets that DOT owns. Information includes date acquired, agency, description, cost, depreciation, value depreciation, expected life, salvage amount. Operations Review and Evaluation Division is the state office of record (Schedule 88-03, Series 11-2).~~

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

Disposition: ~~Retain master file in computer room and update as needed. Retain back up copies in DSD Annex until no longer needed for administrative purposes, then erase and reuse or destroy disk.~~
Delete from schedule, July 22, 2021

ARCHIVES AND RECORDS COMMISSION

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Data Processing

27-8 **Right of Way Information**

Description: ~~Data file storing information pertaining to Land Acquisition (parcels). Data includes location, city type, county type, land type, cost type, project agreements, underwriter, item number, appropriation, warrant disbursement. Operations Review and Evaluation Division is the state office of record (Schedule 88-03, Series 11-2).~~

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

Disposition: ~~Retain master file in computer room and update as needed. Retain back up copies in DSD Annex until no longer required for administrative purposes, then erase and re-use or destroy disk.~~
Delete from schedule, July 22, 2021

27-9 **Detail Ledger**

Description: ~~Data file storing detail ledger of account and transaction postings for DOT. Data includes agency and division numbers, fund number and type, account type and description, date, usage, transaction type reference number, distribution, part code, object file and code, activity code. Comptroller Division is the state office of record (79-10, Series A-11).~~

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

Disposition: ~~Retain master file in computer room and update as needed. Retain back up copies in DSD Annex until no longer required for administrative purposes, then erase and re-use or destroy disk.~~
Delete from schedule, July 22, 2021

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

* July 22, 2021 *

Data Processing

27-10 ~~Vendor Claim Information~~

~~Description:~~ Data File storing the listing of vendor and claim payment information. Data includes vendor type and number; name and address; telephone number; Federal tax; claim amount; discount; transmission number; category; date received; budget; date; warrant date, number and amount; encumbrance number; authority order; account; account code; agency; fund; liquid type; part code; job piece; item. Comptroller is the state office of record (GRDS, Series 2-12).

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

~~Disposition:~~ Retain master file in computer room and update as needed. Retain back-up copies in DSD Annex until no longer required for administrative purposes, then erase and re-use or destroy disk.
Delete from schedule, July 22, 2021

27-11 ~~Encumbrance Information~~

~~Description:~~ Data file storing the active encumbrance file for DOT. Information includes encumbrance number, date, type, amount, quantity, expense account, warehouse, authority, order, vendor number, part code, distribution, description, change date, object code, claim number, date, and amount. Comptroller is the state office of record (Schedule 79-09, Series A-418).

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

~~Disposition:~~ Retain master file in computer room and update as needed. Retain back-up copies in DSD Annex until no longer required for administrative purposes, then erase and re-use or destroy disk.
Delete from schedule, July 22, 2021

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

* July 22, 2021 *

Data Processing

27-12 **Project Information**

Description: ~~Data file storing information pertaining to various projects throughout DOT. Information includes locations and descriptions; status for tracking and scheduling; "work done"; "work to be done"; and financial information. Federal Aid is the state office of record (Schedule 81-06, Series 1-12).~~

Volume: less than 1 cubic foot per year

Disposition: ~~Retain master file in computer room and update as needed. Retain back-up copies in DSD Annex until no longer required for administrative purposes; then erase and re-use or destroy disk.~~
Delete from schedule, July 22, 2021

27-13 **Personnel** ~~File is subject to 51 O.S., §24A.7~~

Description: ~~Data file storing personnel information including Social Security Number, status, payroll data and type, employment date, birth date, address, merit rating and status, statutory salary, retirement code, marital status, date rated, education, experience, seniority date, payroll type, leave, taxes, merit transactions, ethnic background, insurance. Human Resources is the agency office of record (Schedule 88-03, Series 16-21 and Series 16-22).~~

Volume: less than 1 cubic foot per year

Disposition: ~~Retain master file in computer room and update as needed. Retain back-up copies in DSD Annex until no longer required for administrative purposes; then erase and re-use or destroy disk.~~
Delete from schedule, July 22, 2021

ARCHIVES AND RECORDS COMMISSION

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

* July 22, 2021 *

Office Services Division

39-1 **Office Services Division General Correspondence**

Description: Files consist of correspondence necessary to implement the division functions. Files include correspondence between the division and the general public, city, county and state government.

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

Disposition: Retain in office ~~one (1) year, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements~~ until no longer required for administrative purposes, then destroy.

Amend and transfer to series 4-9, July 22, 2021

39-2 **~~Sales Receipts (Invoices)~~**

Description: ~~File includes receipts for sale of maps, construction plans, and photocopies.~~

Volume: ~~six (6) cubic feet per year~~

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

~~B. Pink and Yellow Copy: Transfer to Comptroller Division for inclusion in Receipts File (Schedule 94-01, Series 1-13.)~~

~~C. Gold Copy: Return to customer that requested reproduction services. Delete from schedule, July 22, 2021~~

39-3 **Accounts Receivable Invoices**

Description: Files include invoices for goods and services provided by the Department of Transportation.

Volume: ~~three (3) cubic feet per year~~

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

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA EMPLOYMENT SECURITY COMMISSION

Amendments to Records Disposition Schedule **89-01**

*** July 22, 2021 ***

Summary

Agency requests division name be changed from “Investigation Division” to “Benefit Payment Control Division/Investigation Division.”

11-12 Agency requests series be added to its schedule.

OKLAHOMA EMPLOYMENT SECURITY COMMISSION

Amendments to Records Disposition Schedule **89-01**

*** July 22, 2021 ***

Benefit Payment Control Division/Investigation Division

11-12 Electronic and Non-Electronic Federal Tax Information (FTI) Logs

Description: In compliance with Internal Revenue Service, the Office of Safeguards, Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies, Section 3.2, all electronic and non-electronic FTI logs must be retained for five (5) years. This information may include taxpayer's name, tax years, type of information, reason for request, date requested, date received, exact location of FTI, persons with access to FTI data, and date and method of disposition.

Disposition: Retain in office five (5) years, then destroy, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

Add to schedule, July 22, 2021

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS

Institutions

Amendments to Records Disposition Schedule **89-04**

*** July 22, 2021 ***

Summary

1-23 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS

Institutions

Amendments to Records Disposition Schedule 89-04

* July 22, 2021 *

Administration/Administrative Records

1-23 **Incident Reports and Investigations (Confidential Record 75 O.S. §§ 250.1 *et seq.*)**

A. Description: Any incident reports and/or investigations involving inmates, employees, volunteers, contractors, or members of the public that do not involve Prison Rape Elimination Act (PREA) or homicide or where the subject is issued a life, life without parole, or death sentence.

Volume: 2 cubic feet per year

Disposition: Retain in office ~~five (5)~~ ten (10) 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.

B. Description: Any incident reports and/or investigations involving inmates, employees, volunteers, contractors, or members of the public that involves PREA or homicide.

Disposition: Retain in office permanently.

C. Description: Any incident reports and/or investigations involving inmates, employees, volunteers, contractors, or members of the public where the subject is issued a life, life without parole, or death sentence.

Disposition: Retain in office fifty (50) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

AUDITOR AND INSPECTOR
Amendments to Records Disposition Schedule **92-13**

*** July 22, 2021 ***

Summary

- 1-33 Agency requests series be added to its schedule.
- 3-1 Agency requests series be amended and transferred to series 3-2.
- 3-2 Agency requests series be amended.

AUDITOR AND INSPECTOR
Amendments to Records Disposition Schedule **92-13**

*** July 22, 2021 ***

1-33 Social Media Posts

Description: File includes social media posts, working materials used for preparation of social media posts, comments to social media posts, and reports associated with social media activity. The agency utilizes various social media platforms to better connect with state taxpayers on issues that may be of interest to them, including but not limited to notification of certain audit reports, publication of the agency newsletter, and information about the agency.

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

ARCHIVES AND RECORDS COMMISSION

AUDITOR AND INSPECTOR

Amendments to Records Disposition Schedule 92-13

* July 22, 2021 *

Board of Managers of ~~CompSource Oklahoma~~ Directors of CompSource Mutual Insurance Company

3-1 **Investment Bid and Reports File**

Description: ~~File pertains to investment advisors, counselors, asset management companies, and other firms handling investment transactions for CompSource Oklahoma. Records include copies of correspondence; monthly, quarterly, and other Investment Reports and Reviews detailing performance summaries, portfolio valuations and summaries, securities transactions during the reporting period, and investment outlooks; Investment Officer Reports; of bid proposals submitted to the Department of Central Services and CompSource Oklahoma by persons and firms seeking contracts to handle investments for CompSource Oklahoma; and reference and marketing publications from investment firms. CompSource Oklahoma sends copies of all records and other materials in the file, as well as copies of Agendas and Minutes of meetings to all members of its Board of Managers.~~
File includes correspondence, reports, and other information related to the activities of CompSource Mutual Insurance Company.

Volume: 2 cubic feet per year

Disposition: ~~Retain in office and destroy when no longer required for administrative purposes.~~
Amend and transfer to series 3-2, July 22, 2021

3-2 **CompSource Mutual Insurance Company Board Meeting Files**

Description: ~~File pertains to monthly and special meetings of the Board of Managers of CompSource Oklahoma. Records include convenience copies of Agendas, Board Minutes, and any applicable reports from advisory committees.~~
File includes meeting agendas, minutes, correspondence, reports, and other information related to the activities of CompSource Mutual Insurance Company. The State Auditor and Inspector or a designee serves on the Board of Directors of CompSource Mutual Insurance Company as provided in 85 O.S. § 375.4.

Volume: less than 1 cubic foot per year

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

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF ENVIRONMENTAL QUALITY
Amendments to Records Disposition Schedule **94-09**

*** July 22, 2021 ***

Summary

1-43 Agency requests series be added to its schedule.

DEPARTMENT OF ENVIRONMENTAL QUALITY

Amendments to Records Disposition Schedule 94-09

* July 22, 2021 *

Administrative Services

1-43 **Surveillance Recordings (Video or Audio)**

Description: File includes video or audio recordings used to monitor or document activities in public areas on DEQ property for security or safety purposes.

Disposition: Retain in office until no longer required for administrative purposes, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.
Add to schedule, July 22, 2021

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA HEALTH CARE AUTHORITY
Amendments to Records Disposition Schedule **95-06**

*** July 22, 2021 ***

Summary

- 9-29 Agency requests series be added to its schedule.
- 9-30 Agency requests series be added to its schedule.
- 9-31 Agency requests series be added to its schedule.
- 9-32 Agency requests series be added to its schedule.

OKLAHOMA HEALTH CARE AUTHORITY
Amendments to Records Disposition Schedule **95-06**

*** July 22, 2021 ***

Program Integrity & Utilization

9-29 **Centers for Medicare and Medicaid Services (CMS) 64.9** (Confidential Record 51 O.S. § 24.13)

Description: File includes reports, spreadsheets, and notes used to assemble and complete the portion of the CMS 64.9 that relates to Medicaid Eligibility Quality Control (MEQC) Eligibility.

Disposition: Retain in office 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 stipulated retention requirements.
Add to schedule, July 22, 2021

9-30 **Medicaid Eligibility Quality Control (MEQC) Audit** (Confidential Record 56 O.S. § 183)

Description: File includes audit worksheets documenting member information used to determine eligibility and requests to state agencies and vendors for more information. Letters sent to agencies and vendors state errors and the need for corrective actions or appeals. Information gathered in the MEQC Audit is sent to CMS at the close of the audit period. All records are maintained electronically in the Program Integrity Case Tracker System.

Disposition: Retain in office seven (7) years after last entry, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.
Add to schedule, July 22, 2021

OKLAHOMA HEALTH CARE AUTHORITY
Amendments to Records Disposition Schedule **95-06**

*** July 22, 2021 ***

Program Integrity & Utilization

9-31 **Member Fraud Investigations** (Confidential Record 56 O.S. § 183)

Description: File includes fraud allegations, complainant information, member information, overpayment information, and documentation of referrals to internal units or other agencies. All records are maintained electronically in the Program Integrity Case Tracker System.

Disposition: Retain in office seven (7) years after last entry, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

Add to schedule, July 22, 2021

9-32 **Payment Error Rate Measurement Audit** (Confidential Record 56 O.S. § 183)

Description: File includes information received by the Eligibility Review Contractor (ERC), requests for information to Oklahoma Department of Human Services (DHS) and third-party vendors, and letters sent to OHCA and DHS stating errors and need for corrective actions or appeals. Information is sent to the ERC and appeal requests are sent to CMS. All records are maintained electronically in the Program Integrity Case Tracker System.

Disposition: Retain in office seven (7) years after last entry, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

Add to schedule, July 22, 2021

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

Amendments to Records Disposition Schedule 2017-01

*** July 22, 2021 ***

Summary

22-2 Agency requests series be amended.

22-9 Agency requests series be amended.

22-10 Agency requests series be added to its schedule.

Agency requests division 38 name “Career and Academic Connections (CAC) be amended to Counseling and Career Development (CCD). The first page of this section of the schedule is included to show this change.

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

Amendments to Records Disposition Schedule 2017-01

* July 22, 2021 *

Skills Centers

22-2 **Student Files**

Description: Student files for current and past students including past Job Training Partnership Act (JTPA) students. Files ~~contain~~ include pre-application and application form, individual service strategy, the last two pages of the student handbook which includes a signed release and guideline form, Tests for Adult Basic Education (TABE) test results, and Safety test results.

Volume: ten (10) cubic feet per year

Disposition: Retain in office ~~permanently~~ five (5) years, then destroy.

22-9 **National Center for the Construction of Education and Research (NCCER)**

Description: File ~~contains~~ includes ~~copies of craft trainer certificates~~, module examinations, presentation evaluation guides, registration and release forms, training program evaluations, and NCCER Form 200s.

Volume: one (1) cubic foot per year

Disposition: Retain in office five (5) years, then destroy, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

22-10 **Student Certificates**

Description: File includes training and safety certificates issued to students.

Volume: one (1) cubic foot per year

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

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

Amendments to Records Disposition Schedule 2017-01

* July 22, 2021 *

Career and Academic Connections (CAC) Counseling and Career Development

38-1 **Working Files**

Description: File includes correspondence, and other information used for reference or convenience.

Volume: 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Transferred from Schedule 85-09, Series 47-1, April 20, 2017

38-2 **Technical Assistance**

Description: File contains documentation of technical assistance on equity and non-discrimination policies, instructional methodology, admission procedures, individuals with disabilities, and career guidance/development provided to technology centers, public schools, individuals, parents and other agencies.

Volume: less than one cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Transferred from Schedule 85-09, Series 47-25, 64-2, 65-3, and 66-1, April 20, 2017

38-3 **Professional Organizations**

Description: File contains information on professional organizations membership, by-laws, dues, conferences, budget and related materials.

Volume: less than one cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Transferred from Schedule 85-09, Series 47-26, 64-5, and 66-3, April 20, 2017

OKLAHOMA STATE DEPARTMENT of HEALTH
Community and Family Health Services
Amendments to Records Disposition Schedule **2003-02**
*** July 22, 2021 ***

Summary

- 11-1 Agency requests series be amended and transferred from 11-3.
- 11-2 Agency requests series be deleted. These records are convenience copies.
- 11-3 Agency requests series be transferred to series 11-1.
- 11-4 Agency requests series be amended.
- 11-5 Agency requests series be amended to include series 11-6.
- 11-6 Agency requests series be transferred to series 11-5.
- 11-8 Agency requests series be amended.

OKLAHOMA STATE DEPARTMENT of HEALTH
Community and Family Health Services
Amendments to Records Disposition Schedule 2003-02
* July 22, 2021 *

Maternal and Child Health Service

11-1 **Correspondence** ~~{Hard Copy Records}~~

Description: File consists of ~~Chief Director~~ of Maternal and Child Health Service ~~incoming and copies of outgoing~~ correspondence.

Volume: approximately one cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) 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 11-3, July 22, 2021

11-2 **Correspondence** ~~(Convenience Copy)~~

Description: ~~Convenience or reference copies of records in Series 11-1.~~

Volume: approximately one cubic foot per year

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

11-3 **Correspondence** ~~{Records Maintained in Electronic Mail Systems}~~

Description: ~~File consists of Chief of Maternal and Child Health Service incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Delete record(s) when they become three (3) years old. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~
Transfer to series 11-1, July 22, 2021

OKLAHOMA STATE DEPARTMENT of HEALTH
Community and Family Health Services
Amendments to Records Disposition Schedule **2003-02**
*** July 22, 2021 ***

Maternal and Child Health Service

11-4 **Employee Convenience Files** (Restricted Access Record O.S. § 51-24A. 7)

Description: ~~Contents includes~~ File includes copies of the following documents: ~~Personnel Action/Payroll Authorization (ODH-90); Performance Appraisal (PMP) (OPM-111); State of Oklahoma Travel Voucher (OSF-19);~~ Professional Licenses; Letters of Commendation; Educational Certificates; Disciplinary Notes (original documentation of information the supervisor has used and shared with the employee transferred from the supervisory file to the convenience file in accordance with Section IV.B. of this administrative procedure); Formal Disciplinary Actions (written reprimand, suspension, or demotion letters) in accordance with Administrative Procedure 6-16 entitled, "Progressive Discipline," and Administrative Procedure 6-16A entitled, "At Will Employee Disciplinary Actions"; Family Medical Leave Act (FMLA) cover letter informing employee of FMLA rights and information and letter of approval authorizing the use of FMLA. The Human Resources Division maintains the record copy of individual personnel files, General Records Disposition Schedule, Series 3-1.

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

Disposition: Retain in office for one (1) year after employee is no longer employed by the agency, then destroy.

11-5 **Administrative Working Files**

Description: Files contains ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copy of inventories; copies of purchase orders; copies of departmental reports; copies of grants; copies of committee/work group notes/agendas/minutes; copies of departmental ~~& and~~ and agency policies and procedures; copies of legislative files; copies of newspaper articles; copies of travel claims; background data used to prepare reports and grant applications; and duplicate copies of reports.

Volume: ~~approximately one cubic foot~~ nine (9) cubic feet per year

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

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

Transfer from series 11-6, July 22, 2021

OKLAHOMA STATE DEPARTMENT of HEALTH
Community and Family Health Services
Amendments to Records Disposition Schedule **2003-02**
*** July 22, 2021 ***

Maternal and Child Health Service

11-6 **Administrative Files**

Description: ~~Files contain copies of memos, letters of county health officials, contact lists, employee copies of travel claims, background data used to prepare reports and grant applications, and duplicate copies of reports.~~

Volume: eight (8) cubic feet 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 series 11-5, July 22, 2021

11-8 **Grants File**

Description: File contains ~~all financial documents~~ information concerned with the administration of a grant for Maternal and Child Health Service, which includes grant application, correspondence, reports, notice of awards and financial information.

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

Disposition: Retain in office until three (3) years after completion of grant activity, 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

DEPARTMENT OF HUMAN SERVICES

Adult and Family Services

Amendments to Records Disposition Schedule **2001-04**

*** July 22, 2021 ***

Summary

1-32 Agency requests series be added to its schedule.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES

Adult and Family Services

Amendments to Records Disposition Schedule 2001-04

* July 22, 2021 *

Adult and Family Services

1-32 **Food Pantry Log**

Description: File contains a list of households receiving Regional Food Bank of Oklahoma's Emergency Food Boxes distributed by the Department of Human Services. Information includes household name and address, number of adults and children, number of boxes received, and number of households below income limits. Boxes contain United States Department of Agriculture/The Emergency Food Assistance Program (USDA/TEFAP) products.

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

Volume: 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 records 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.

Add to schedule, July 22, 2021

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES

~~Oklahoma~~ Child Support Services

Amendments to Records Disposition Schedule 2001-06

* July 22, 2021 *

Summary

Agency requests schedule name be changed to “Child Support Services.”

- 1-1 Agency requests series be amended.
- 1-2 Agency requests series be amended.
- 1-3 Agency requests series be amended.
- 1-4 Agency requests series be deleted from its schedule. This division no longer creates these records. There is no backlog of records.
- 1-5 Agency requests series be amended.
- 1-6 Agency requests series be amended.
- 1-8 Agency requests series be amended.
- 1-9 Agency requests series be amended.
- 1-10 Agency requests series be amended.
- 1-11 Agency requests series be amended.
- 1-12 Agency requests series be deleted from its schedule. This division no longer creates these records. There is no backlog of records.
- 1-13 Agency requests this series be deleted from its schedule. This division no longer creates these records. There is no backlog of records.
- 1-14 Agency requests this series be deleted from its schedule. This division no longer creates these records. There is no backlog of records.
- 1-15 Agency requests this series be deleted from its schedule. This division no longer creates these records. There is no backlog of records.
- 1-16 Agency requests series be amended.
- 1-17 Agency requests series be amended.
- 1-18 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES

~~Oklahoma~~ Child Support Services

Amendments to Records Disposition Schedule 2001-06

* July 22, 2021 *

-
- 1-19 Agency requests series be amended.
 - 1-20 Agency requests series be amended.
 - 1-21 Agency requests series be amended.
 - 1-22 Agency requests series be amended.
 - 1-23 Agency requests series be amended.
 - 1-24 Agency requests series be amended.
 - 1-25 Agency requests series be amended.
 - 1-26 Agency requests series be amended.
 - 1-27 Agency requests series be amended.
 - 1-28 Agency requests series be amended.
 - 1-29 Agency requests series be amended.
 - 1-30 Agency requests series be amended.
 - 1-31 Agency requests series be amended.
 - 1-32 Agency requests series be amended.
 - 1-33 Agency requests series be amended.
 - 1-34 Agency requests series be amended.
 - 1-35 Agency requests this series be deleted from its schedule. This division no longer creates these records. There is no backlog of records.
 - 1-36 Agency requests series be amended.
 - 1-37 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES

~~Oklahoma~~ Child Support Services

Amendments to Records Disposition Schedule 2001-06

* July 22, 2021 *

1-1 **Correspondence (~~Oklahoma Child Support Services Administration~~ Child Support Services Director and Administrators)**

Description: ~~Files consist of incoming and copies of outgoing correspondence, memos and reports including electronic correspondence (i.e. email, fax transmissions, and any other electronic system), of the Oklahoma Child Support Services Administrator~~

File contains correspondence and memos of the Child Support Services Director and other persons acting in the role of administration (including OCSS state office staff, District Office Attorneys, programs managers and programs administrators).

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

Volume: ~~one hundred (100)~~ sixty (60) cubic feet per year

Disposition: ~~Retain in office and review on an annual basis. Destroy duplicate and ancillary materials when no longer required for administrative purposes. Destroy substantive materials when they become five (5) years old, provided they are no longer required for administrative purposes; Retain five (5) years then destroy, provided no legal actions are pending, and approval to destroy records 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

~~Oklahoma~~ Child Support Services

Amendments to Records Disposition Schedule 2001-06

* July 22, 2021 *

1-2 Correspondence (Child Support Services Supervisors) ~~{Hard Copy Records}~~

Description: ~~Files consist of incoming and copies of outgoing correspondence, memos and reports including electronic correspondence (i.e. e-mail, fax transmissions, and any other electronic system), of Oklahoma~~ File contains correspondence and memos of Child Support Services and District office supervisors and other persons acting in the role of a supervisor.

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

Volume: ~~seventy five (75)~~ twenty (20) cubic feet per year

Disposition: ~~Retain in office and review on an annual basis. Destroy duplicate and ancillary materials when no longer required for administrative purposes. Destroy substantive materials when they become three (3) years old, provided they are no longer required for administrative purposes; Retain three (3) years, then destroy, provided no legal actions are pending, and approval to destroy records 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.~~

1-3 Correspondence (Other Oklahoma Child Support Services Employees)

Description: ~~Files consist of incoming and copies of outgoing correspondence, memos and reports including electronic correspondence (i.e. e-mail, fax transmissions, and any other electronic system), of Oklahoma~~ File contains correspondence and memos of Child Support Services employees not acting in the roles of administration or supervision.

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

Volume: ~~150~~ ninety (90) cubic feet per year

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

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1-4 **Advice of Deposit**

~~Description: File contains copies of advice of deposits received from local offices and notifies Oklahoma Child Support Services Finance Unit that deposits were made. The office of the State Treasurer is the state office of record (Schedule 87-25, Series 1-3).~~

~~Volume: 40 cubic feet per year~~

~~Disposition: Retain in office five (5) years then destroy 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 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, and approval to destroy records has been received from the State Records Administrator.~~

~~OR~~

~~Retain in office one (1) year then transfer to records storage. Retain in records storage until they become five (5) years old, then destroy 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 permission 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, and approval to destroy records has been received from the State Records Administrator.~~

~~Delete from schedule, July 22, 2021~~

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1-5 **Arrearage Documents** (Record Copy) Confidential Record (~~56 O.S., §183 and 237; 45 CFR 205.50~~) subject to 45 CFR 75.361 and 205.50, IRS Pub 1075, 56 O.S., §183 and 237, and OAC 340:25-5-55, 25-5-66 and 25-5-67

Description: ~~Files consist of~~ File contains computations to determine the amount of child support payments that are in arrears and/or the amounts of Temporary Assistance to Needy Families payments which have been paid to recipients.

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

Volume: one (1) cubic foot per year

Disposition: ~~Transfer to Oklahoma Child Support Services Case Records, Series 1-6.~~ Retain three (3) years after closure as defined in OAC: 340:25-5-123, 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 records 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.

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1-6 ~~Oklahoma Child Support Services Case Records-Active~~ Confidential Record subject to ~~45 CFR 74.53 and 56 O.S., §183 and 237~~ 45 CFR 75.361 and 205.50, IRS Pub 1075, 56 O.S., §183 and 237, and OAC 340:25-5-55, 25-5-66 and 25-5-67

Description: ~~File includes~~ File contains case numbers, addresses, social security numbers, family information, employers, assets, insurance and financial information for custodial persons, biological parents, putative fathers, non-custodial parents and children; paternity records; all accruals, payments records, and distribution of payments; arrearage reports, Oklahoma Support Information System (OSIS) reports, case logs, correspondence, personal notes and other information concerning the case. Information is entered into OSIS, Series 1-33, from data entry documents, Series 1-34, and from staff-generated information.

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

Volume: one thousand five hundred (1,500) cubic feet per year/one hundred sixty-nine (169) GB per year

Disposition: ~~Retain in office and destroy~~ Retain three (3) years after closure as defined in OAC: 340:25-5-123, then destroy, 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 records 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 approval to destroy records has been received from the State Records Administrator.~~

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents upon certification that all records have been successfully entered into an electronic format and after storing an electronic backup copy in an off-site storage area and after obtaining approval from the State Records Administrator to destroy the hard copy documents.~~

~~Delete electronic records and destroy all below standard documents~~

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~~three (3) years after closure as defined in OAC: 340:25-5-123 provided all audits have been completed, 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 records 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.~~

1-8 **Oklahoma Child Support Services Collection Account 1830-F Deposits**

Description: File contains copies of Official Depository Form showing the transfer of funds, OKDHS voucher requests, printout of transaction type 29, (child support) showing money to be deposited to account 1830-F as well as supporting information and with copies of checks deposited to account 1830-F, as well as any supporting documentation.

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

Volume: five (5) cubic feet per year

Disposition:

Microfilm

~~For records microfilmed prior to 1995, destroy all microfilm copies and all below standard documents retained in accordance with Archives and Records Commission Rule 60:10-7-2(2) when they become seven (7) 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 microfilm has been received from the State Records Administrator. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided: (a) records meet all stipulated retention requirements, and (b) approval to destroy has been received from the State Records Administrator.~~

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~~Retain in office one (1) year, then transfer to records storage. Retain records in storage until they become seven (7) years old; Retain seven (7) years, then destroy, provided all audits have been completed, all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, no legal actions are pending, and permission to destroy records 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.~~

OR

~~Transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, upon certification that all records have been successfully entered into an electronic format, after storing an electronic backup copy in an off site storage area that meets manufacturer's recommendations for temperature and humidity controls, and after obtaining approval from the State Records Administrator to destroy the hard copy documents.~~

~~Delete electronic records and destroy all below standard documents when they become seven (7) year old, provided all audits have been completed, 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 records has been received from the State Records Administrator. If legal action is pending, delete two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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1-9 **Payments Received as Child Support through the State Disbursement Unit**
Confidential Record subject to 45 CFR 74.53 and ~~56 O.S., §183 and 237~~ 75.61 and 205.50, 56 O.S., §183 and 237, and OAC 340:25-5-55, 25-5-66 and 25-5-67

Description: File contains copies of checks received processed through the State Disbursement Unit (SDU), a contracted vendor, as child support payments from non-custodial parents, employers, and other sources, as well as tracking records of the payments, such as receipt books and payment logs.

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

Volume: ~~forty (40)~~ three hundred (300) cubic feet per year

Disposition: Retain ~~in office~~ 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, ~~and approval to destroy records has been received from the State Records Administrator.~~

OR

~~Retain in office one (1) year then transfer to records storage. Retain records until they become seven (7) years old, 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, and approval to destroy records has been received from the State Records Administrator.~~

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1-10 ~~Programs Unit Reports~~ Confidential Record subject to 45 CFR 74.53 and 56 O.S., §183 and ~~237~~ Child Support Reports with No Federal Tax Information (FTI) Confidential Record subject to 45 CFR 75.361 and 205.50, 56 O.S., §183 and 237, and OAC 340:25-5-55, 25-5-66 and 25-5-67

Description: ~~Files consist of~~ File contains non-FTI case data: Oklahoma Support Information System (OSIS) reports; incoming data and reports from other state and federal agencies, and private sources; and ~~unit~~ staff-created reports which include the following types of child support enforcement case information: paternity, locate, interstate, good cause closures, ~~Internal Revenue Service tax offsets,~~ Oklahoma Tax Commission tax offsets, administrative offsets, passport denials, unemployment intercepts, workers' compensation intercepts, overpayment and IV-D recovery, ~~and~~ unreimbursed assistance, and other data from the case record.

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

Volume: two hundred (200) cubic feet per year

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

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1-11 ~~Programs Unit Reports~~ [Records Maintained in an Electronic Recordskeeping System] Confidential Record subject to 45 CFR 74.53 and 56 O.S., §183 and 237
Child Support Reports with Federal Tax Information (FTI) Confidential Record subject to 45 CFR 75.361 and 205.50, IRS Pub 1075, 56 O.S., §183 and 237, and OAC 340:25-5-55, 25-5-66 and 25-5-67

Description: ~~Files consist of Oklahoma Support Information System (OSIS) reports; incoming reports from other state and federal agencies, and private sources; and unit created reports maintained in an Electronic Recordskeeping System. Includes the following types of child support enforcement case information: paternity, locate, interstate, good cause closures, Internal Revenue Service tax offsets, Oklahoma Tax Commission tax offsets, administrative offsets, passport denials, unemployment intercepts, workers' compensation intercepts, overpayment and IV-D recovery, and unreimbursed assistance.~~
File contains FTI case data in: Oklahoma Support Information System (OSIS) reports; incoming data and reports from the Internal Revenue Service; and staff-created reports.

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

Disposition: ~~Backup file either to magnetic tapes, hard disks, floppy diskettes, or to optical disks weekly. Reuse backup tapes or disks monthly. Maintain records in electronic records system until three (3) years after closure, as defined in OAC: 340:25-5-123, then delete applicable records from the electronic recordskeeping system (magnetic tapes, hard disks, floppy diskettes or optical disks) provided they are no longer required for administrative purposes, Retain five (5) years after closure, as defined in OAC: 340:25-5-123, then destroy, provided no legal actions are pending and approval to destroy records 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 approval to destroy records has been received from the State Records Administrator.~~

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1-12 ~~Arrearage Documents, Computer Output Microfiche (COM) — Monthly Confidential Record subject to 45 CFR 74.53 and 56 O.S., §183 and 237~~

~~Description: Monthly COM reports containing information obtained from case files on parents whose court ordered child support payments are in arrears. (Data is maintained in machine readable form by the Department's Data Service Division, Schedule 2004-02, Series 1-8). Monthly reports are cumulative and the data is used to compile information in Series 1-5.~~

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

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

1-13 ~~Arrearage Documents, Computer Output Microfiche (COM) — Annual Confidential Record subject to 45 CFR 74.53 and 56 O.S., §183 and 237~~

~~Description: Annual COM reports containing information obtained from case files on parents whose court ordered child support payments are in arrears. (Data is maintained in machine readable form by the Department's Data Service Division, Schedule 2004-02, Series 1-8). Monthly reports are cumulative and the data is used to compile information in Series 1-5.~~

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

~~Disposition: Retain in office twenty five (25) 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, and approval to destroy records has been received from the State Records Administrator.~~

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1-14 ~~Temporary Assistance to Needy Families (TANF) Warrants: Cumulative and Collections Computer Output Microfiche (COM) Report – Monthly Confidential Record subject to 45 CFR 74.53 and 56 O.S., §183 and 237~~

Description: ~~Monthly Computer Output Microfiche (COM) reports listing TANF warrants issued to recipients. Monthly reports are cumulative and the data is used to compile information in Series 1-5.~~

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

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

1-15 ~~Temporary Assistance to Needy Families (TANF) Warrants: Cumulative and Collections Computer Output Microfiche (COM) Report – Annual Confidential Record subject to 45 CFR 74.53 and 56 O.S., §183 and 237~~

Description: ~~Annual Computer Output Microfiche (COM) reports listing TANF warrants issued to recipients. Annual reports are cumulative and the data is used to compile information in Series 1-5.~~

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

Disposition: ~~Retain in office twenty five (25) 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, and approval to destroy records has been received from the State Records Administrator.~~

Delete from schedule, July 22, 2021

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1-16 ~~Center for Administrative Services,~~ Professional Development, Administrative Review Unit Audit Work Papers Confidential Record subject to 45 CFR 75.361 and 205.50, IRS Pub 1075, 56 O.S., §183 and 237, and OAC 340:25-5-55, 25-5-66 and 25-5-67

Description: File contains audit work papers ~~and electronic files~~ generated by OKDHS/OCSS internal auditors during audits of the ~~Oklahoma~~ Child Support Services programs or operations. Such files may include, but are not limited to, ~~Oklahoma~~ Child Support Services District Offices, ~~Oklahoma~~ Child Support Services contractors or any other audit conducted by OKDHS/OCSS staff. This includes work papers prepared for the IRS and other federal agencies.

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

Volume: ~~three (3)~~ five (5) cubic feet per year/1.7 GB per year

Disposition: Retain ~~in division three (3)~~ five (5) years after completion of the audit or expiration of the 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, 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. ~~and permission to destroy records has been received from the State Records Administrator.~~

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1-17 ~~Center for Administrative Services, Professional Development, Administrative Review Unit Audit Sample Reports~~ Confidential Record subject to 45 CFR 75.361 and 205.50, IRS Pub 1075, 56 O.S., §183 and 237, and OAC 340:25-5-55, 25-5-66 and 25-5-67

Description: File contains ~~computer reports (electronic and hard copy)~~ relating to child support. Reports list data pertaining to cases to be audited, case counts, and other case information as found in the case records, Series ~~1-16~~ 1-6.

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

Volume: ~~ten (10)~~ one (1) cubic ~~feet~~ foot per year

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

1-18 ~~Center for Administrative Services, Professional Development, Administrative Review Unit Audit Reports~~ Confidential Record subject to 45 CFR 75.361 and 205.50, IRS Pub 1075, 56 O.S., §183 and 237, and OAC 340:25-5-55, 25-5-66 and 25-5-67

Description: File contains reports of audits conducted by OKDHS/OCSS Center for ~~Administrative Services and Professional Development~~, Administrative Review Unit. Audit reports are prepared from Center for ~~Administrative Services, Professional Development~~, Administrative Review Unit Audit Work Papers, Series 1-16.

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

Volume: ~~one (1) cubic foot~~ 0.5 GB 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, 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,

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provided records meet all stipulated retention requirements, and approval to destroy records has been received from the State Records Administrator.

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1-19 **Housing Verification Consent Forms (~~Confidential Record 56 O.S. §183~~)**
Confidential Record subject to 45 CFR 75.361 and 205.50, 56 O.S., §183 and 237, and
OAC 340:25-5-55, 25-5-66 and 25-5-67

Description: File contains client's signed consent release forms to provide child support income information to a third party.

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

Volume: ten (10) cubic feet per year/1.4 GB per year

Disposition: Retain ~~in office~~ three (3) years, then destroy, provided approval to destroy documents has been received from the State Records Administrator and no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, upon certification that all records have been successfully entered into an electronic format, after storing an electronic backup copy in an off site storage area that meets manufacturer's recommendations for temperature and humidity controls, and after obtaining approval from the State Records Administrator to destroy the hard copy documents.~~

~~Delete electronic records and destroy all below standard documents when they become three (3) years old, provided no legal actions are pending, and approval to destroy records has been received from the State Records Administrator. If legal action is pending, delete two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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1-20 **Inquiries Related to Child Support Cases** ~~(Confidential Record 56 O.S. §183)~~
Confidential Record subject to 45 CFR 75.361 and 205.50, IRS Pub 1075, 56 O.S., §183 and 237, and OAC 340:25-5-55, 25-5-66 and 25-5-67

Description: File contains ~~Oklahoma~~ Child Support Services customers' letters (received at State Office via the US mail, email, and facsimile) with inquiries or complaints about ~~the division~~ Child Support Services. File includes receipt notice, local office assigned to the case for response, tracking information and copies of the response to the inquiry. Routine inquiries about cases that are received at a district office of Child Support Services are included in the client's case records, Series 1-6.

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

Volume: four (4) cubic feet per year

Disposition: Retain ~~in office~~ five (5) years, then destroy, provided approval to destroy documents has been received from the State Records Administrator and no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, upon certification that all records have been successfully entered into an electronic format, after storing an electronic backup copy in an off site storage area that meets manufacturer's recommendations for temperature and humidity controls, and after obtaining approval from the State Records Administrator to destroy the hard copy documents.~~

~~Delete electronic records and destroy all below standard documents when they become five (5) years old, provided no legal actions are pending, and approval to destroy records has been received from the State Records Administrator. If legal action is pending, delete two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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1-21 ~~Oklahoma~~ Child Support Services ~~Electronic Documents, Databases and Spreadsheets~~ (~~Confidential Record 45 CFR 74.53 and 56 O.S. § 183 and § 237~~)
Confidential Record 45 CFR 75.361 and 205.50, IRS Pub 1075, 56 O.S. § 183 and § 237, and OAC 340:25-5-55, 25-5-66 and 25-5-67

Description: ~~Electronic~~ File contains documents created by staff as convenience copies when performing their job, including tasks, or other duties assigned to them. These may include documents created in software applications such as Excel spreadsheets, Access databases, Word documents, PDF documents, and any other documents that a user creates with or without a software application. Documents may include case numbers, addresses, social security numbers, family information, employers, assets, insurance and financial information for custodial persons, biological parents, putative fathers, non-custodial parents and children; paternity records; all accruals, payments records, and distribution of payments; case logs, correspondence, personal notes and other information concerning the case and databases used to index various program records. Databases includes, but are not limited to, the Housing Verification Consent Forms and Inquiries Related to Child Support Cases.

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

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1-22 ~~Acknowledgement of Paternity (Confidential Record 45 CFR 74.53 and 56 O.S. § 183 and § 237)~~ Confidential Record 45 CFR 75.361 and 205.50, 56 O.S. § 183 and § 237, and OAC 340:25-5-55, 25-5-66 and 25-5-67

Description: File contains identifying information for the child as it appears on a birth certificate; mother's name, address, telephone number, race, date of birth, and social security number, and father's name, date of birth, address, telephone number, race, and social security number; signed affidavit certifying the natural mother and natural father of the child; and name of hospital completing the affidavit.

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

Volume: ~~twelve (12)~~ seven (7) cubic feet per year/3.7 GB per year

Disposition: Retain ~~in office~~ until three (3) years after child become eighteen (18) years old, or three (3) years after the case is closed as defined in Oklahoma Child Support Services policy, OAC 340: 25-5, 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 ~~and approval to destroy records has been received from the State Records Administrator.~~

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, and upon certification that all records have been successfully entered into an electronic format, and after storing an electronic backup copy in an off site storage area that meets manufacturer's recommendations for temperature and humidity controls, and after obtaining approval from the State Records Administrator to destroy the hard copy documents.~~

~~Delete electronic records and destroy all below standard documents three (3) years after child becomes eighteen (18) years old, or three (3) years after the case is closed as defined in Oklahoma Child~~

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~~Support Services policy, OAC 340: 25-5, 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 records has been received from the State Records Administrator. If legal action is pending, delete two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements and approval to destroy records has been received from the State Records Administrator.~~

1-23 ~~Office of~~ **Child Support Services Conference and Workshop Files**

Description: File contains records used to develop conferences and workshops conducted by or co-sponsored by ~~the Office of Oklahoma~~ Child Support Services. Information includes correspondence, conference materials and handouts, documents used in the planning process, speaker information, location information, vendor bids for services, refreshments/menus, and registration lists.

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

Volume: one (1) cubic foot per year

Disposition: ~~Retain in office one (1) year, then transfer to records storage. Retain records in storage until they become three (3) years old, Retain 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, no legal actions are pending, and approval to destroy records 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.

~~OR~~

~~Transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, and upon certification that all records have been successfully entered into an electronic format, and after storing an electronic backup copy in an off site storage area that meets manufacturer's recommendations for temperature and humidity controls, and after obtaining approval from the State Records~~

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~~Administrator to destroy the hard copy documents.~~

~~Delete electronic records and destroy all below standard documents when they become three (3) 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, no legal actions are pending, and approval to destroy records has been received from the State Records Administrator. If legal action is pending, delete two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

1-24 **Oklahoma Child Support Services Memos**

Description: File contains ~~Oklahoma~~ Child Support Services (OCSS) directives submitted to staff regarding immediate program/procedure changes or policy guidance.

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

Volume: ~~one (1) cubic foot per year~~ six (6) MB per year

Disposition: ~~Retain in office until five (5) years after superseded,~~ Retain twenty (20) years, then destroy, provided 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.

~~OR~~

~~Transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, and upon certification that all records have been successfully entered into an electronic format, and after storing an electronic backup copy in an off-site storage area that meets manufacturer's recommendations for temperature and humidity controls, and after obtaining approval from the State Records Administrator to destroy the hard copy documents.~~

~~Delete electronic records and destroy all below standard documents five (5) years after superseded, provided no legal actions are pending, and approval to destroy records has been received from the~~

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~~State Records Administrator. If legal action is pending, delete two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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~~Oklahoma~~ Child Support Services

Amendments to Records Disposition Schedule 2001-06

* July 22, 2021 *

1-25 ~~Oklahoma~~ Child Support Services Education and Training Materials

Description: File contains training or educational materials, manuals, handouts and information sheets used for new staff orientation, continuing education requirements, staff certification materials, computer data input, Customer Assistance Response Effort (CARE) scripts, e-training materials, and new operating procedures.

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

Volume: ~~three (3)~~ two (2) cubic feet per year

Disposition: Retain ~~in office~~ until five (5) years after superseded, then destroy, provided 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.

OR

~~Transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, and upon certification that all records have been successfully entered into an electronic format, and after storing an electronic backup copy in an off-site storage area that meets manufacturer's recommendations for temperature and humidity controls, and after obtaining approval from the State Records Administrator to destroy the hard copy documents.~~

~~Delete electronic records and destroy all below standard documents five (5) years after superseded, provided no legal actions are pending, and approval to destroy records has been received from the State Records Administrator. If legal action is pending, delete two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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1-26 **~~Oklahoma~~ Child Support Services Grant Proposals (Awarded)**

Description: File contains grant proposals and resource development materials submitted to various agencies and entities to obtain funding or resources for ~~Oklahoma~~ Child Support Services (OCSS) programs and funded services. Information includes copies of grant applications, statistical information, spreadsheets, meeting notes, award letters, financial statements, schedules of expenditures, audit findings and related requirements.

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

Volume: two (2) cubic feet per year

Disposition: Retain ~~in office~~ three (3) years after closeout of the grant, 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.

~~OR~~

~~Transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, and upon certification that all records have been successfully entered into an electronic format, and after storing an electronic backup copy in an off site storage area that meets manufacturer's recommendations for temperature and humidity controls, and after obtaining approval from the State Records Administrator to destroy the hard copy documents.~~

~~Delete electronic records and destroy all below standard documents three (3) years after the expiration of the grant, 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~~

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requirements.

1-27 ~~Oklahoma~~ Child Support Services Grant Proposals (Rejected)

Description: File contains grant proposals and resource development materials submitted to various agencies and entities to obtain funding or resources for ~~Oklahoma~~ Child Support Services (OCSS) programs and services not funded. Information includes grant applications, statistical information, spreadsheets, meeting notes, and denial letters.

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

Volume: two (2) cubic feet per year

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

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1-28 **Oklahoma Child Support Services Office Manual**

Description: File contains the ~~Oklahoma~~ Child Support Services (OCSS) Office Manual used to advise ~~(OCSS)~~ employees of policies and procedures of the Oklahoma Department of Human Services and ~~the Oklahoma~~ Child Support Services.

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

Volume: ~~one (1) cubic foot per year~~ four (4) MB per year

Disposition: Retain ~~in office~~ until five (5) years after superseded, then destroy, provided 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.

OR

~~Transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, and upon certification that all records have been successfully entered into an electronic format, and after storing an electronic backup copy in an off-site storage area that meets manufacturer's recommendations for temperature and humidity controls, and after obtaining approval from the State Records Administrator to destroy the hard copy documents.~~

~~Delete electronic records and destroy all below standard documents five (5) years after superseded, provided no legal actions are pending, and approval to destroy records has been received from the State Records Administrator. If legal action is pending, delete two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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1-29 ~~Oklahoma~~ Child Support Services Planning Materials

Description: ~~Files contain Oklahoma~~ File contains Child Support Services (OCSS) materials relating to ~~the Customer Service Quality Improvement Program (CSQIP)~~ project management, special projects, and technical innovations. Information includes project management/team building training, outcome measurements, regional meetings, standing committees, charters, process improvement teams, service excellence teams, project teams or workgroups, and status reports submitted to or by OCSS staff.

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

Volume: two (2) cubic feet per year

Disposition: Retain ~~in office~~ five (5) years after the project is completed, then destroy, provided approval to destroy documents has been received from the State Records Administrator and no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, and upon certification that all records have been successfully entered into an electronic format, and after storing an electronic backup copy in an off site storage area that meets manufacturer's recommendations for temperature and humidity controls, and after obtaining approval from the State Records Administrator to destroy the hard copy documents.~~

~~Delete electronic records and destroy all below standard documents five (5) years after the project is completed, provided no legal actions are pending, and approval to destroy records has been received from the State Records Administrator. If legal action is pending, delete two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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1-30 ~~Oklahoma~~ Child Support Services Promotional and Marketing Files

Description: File contains working documents used to ~~development~~ develop promotional and marketing materials and ~~Oklahoma~~ Child Support Services (OCSS) newsletters used by ~~the Oklahoma Child Support Services~~ CSS to inform the public about OCSS services. File includes copies of artwork, photographs, articles, scripts, videos, copies of contracts/bids for outsourced jobs, and draft and final copies provided by the DHS Office of Communications, Schedule 2006-4, Series 3-1 to 3-7.

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

Volume: one (1) cubic foot per year

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

OR

~~Transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, and upon certification that all records have been successfully entered into an electronic format, and after storing an electronic backup copy in an off-site storage area that meets manufacturer's recommendations for temperature and humidity controls. Delete electronic records and destroy all below standards when they are no longer required for administrative purposes.~~

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1-31 ~~Oklahoma~~ Child Support Services Reference and Subject Files

Description: File contains books, pamphlets, non-OKDHS newsletters, materials and handouts received at conferences, copies of reports, and incoming non-administrative correspondence used by ~~Office of~~ Child Support Services staff as background and reference information.

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

Volume: two (2) cubic feet per year

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

~~OR~~

~~Transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, and upon certification that all records have been successfully entered into an electronic format, and after storing an electronic backup copy in an off site storage area that meets manufacturer's recommendations for temperature and humidity controls. Delete electronic records and destroy all below standards when they are no longer required for administrative purposes.~~

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1-32 ~~Oklahoma~~ Child Support Services Strategic Project Management Office Files

Description: File contains ~~Oklahoma~~ Child Support Services (OCSS) strategic project management office documentation including, but not limited to: charter, vision, status reports, research documents, vendor comparisons, contracts, business case, requirements, risk management plan, test plan, training plan, implementation plan, project plan, detail design, functional design, meeting notes, correspondence, change management, security, formal acceptance, lessons learned, project summary and closeout documentation.

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

Volume: ~~three (3) cubic feet per year~~ one (1) cubic foot per year/17.8 GB per year

Disposition: Retain ~~in office~~ until seven (7) years after the project is completed, 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.

OR

~~Transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, and upon certification that all records have been successfully entered into an electronic format, and after storing an electronic backup copy in an off site storage area that meets manufacturer's recommendations for temperature and humidity controls, and after obtaining approval from the State Records Administrator to destroy the hard copy documents.~~

~~Delete electronic records and destroy all below standard documents seven (7) years after the project is completed, 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 records has been received from the State Records Administrator. If legal action is pending, delete two (2) years after exhaustion of all legal~~

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* July 22, 2021 *

remedies, provided records meet all stipulated retention requirements.

1-33 **Oklahoma Support Information System (OSIS) Records (~~Confidential Record 45-CFR 74.53 and 56 O.S. § 183 and § 237~~) Confidential Record 45 CFR 75.361 and 205.50, IRS Pub 1075, 56 O.S. § 183 and § 237, and OAC 340:25-5-55, 25-5-66 and 25-5-67**

Description: ~~Electronic system records that contains child support enforcement information. File contains the Child Support Services automated system. File Data includes case numbers, addresses, social security numbers, family information, employers, assets, insurance and financial information for custodial persons, biological parents, putative fathers, non-custodial parents and children, paternity records, all accruals, payments records, and distribution of payments, case logs, correspondence, personal notes and other information concerning the case, as well as, aggregated case data by district offices, state totals, and other groupings. Series 1-33 (OSIS) includes case records from Series 1-6 and the aggregated case data. Series 1-34 is comprised of records used to enter data into OSIS.~~

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

Volume: one hundred eighty-six (186) GB per year

Disposition: ~~Retain in an electronic format. Maintain a backup copy in an off-site storage area that meets the manufacturer's recommendations for temperature and humidity controls. Destroy electronic records three (3) years after a client's case is closed as defined in OAC: 340:25-5-123, Retain three (3) years after case closure as defined in OAC: 340:25-5-123, 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 records 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 approval to destroy records has been received from the State Records Administrator.~~

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1-34 Oklahoma Support Information System (OSIS) Data Entry Documents
~~(Confidential Record 45 CFR 74.53 and 56 O.S. § 183 and § 237)~~ Confidential Record 45 CFR 75.361 and 205.50, IRS Pub 1075,56 O.S. § 183 and § 237, and OAC 340:25-5-55, 25-5-66 and 25-5-67)

Description: File contains ~~electronic and paper~~ documents used to enter data into the Oklahoma Support Information System. File Data includes case numbers, addresses, social security numbers, family information, employers, assets, insurance and financial information for custodial persons, biological parents, putative fathers, non-custodial parents and children, paternity records, all accruals, payments records, and distribution of payments, case logs, correspondence, personal notes and other information concerning the case. Series 1-34 is comprised of records used to enter data into OSIS, and Series 1-6 is comprised of Case Records stored in OSIS, Series 1-33.

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

Volume: ~~two (2)~~ twenty-four (24) cubic feet per year

Disposition: Retain ~~in office~~ until information has been successfully entered into the Oklahoma Support Information System (OSIS) Records, Series 1-33, then destroy.

1-35 Oklahoma Support Information System (OSIS) Backup System
~~(Confidential Record 45 CFT 74.53 and 56 O.S. § 183 and § 237)~~

Description: ~~File contains backup tapes of information found in Series 1-33.~~

Disposition: ~~Retain daily incremental tapes for four (4) weeks and then erase and reuse tape. Retain weekly full backup tapes for four (4) weeks then erase and reuse tape.~~
Delete from schedule, July 22, 2021

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* July 22, 2021 *

1-36 **Oklahoma Child Support Services Employer Correspondence**
~~(Confidential Record 56 O.S. § 183 and § 237; OAC 340:25-5-55, 25-5-66 and 25-5-67) Confidential Record 45 CFR 75.361 and 205.50, IRS Pub 1075, 56 O.S. § 183 and § 237; OAC 340:25-5-55, 25-5-66 and 25-5-67~~

Description: File contains ~~incoming and copies of outgoing~~ correspondence ~~to~~ with parents, employers and plan administrators concerning employment verification, income withholding and medical support. Information includes, but is not limited to, Employer Verification Letter, Absent Parent Insurance Questionnaire, Custodial Person Insurance Questionnaire, Employer Medical Insurance Survey Letter, National Medical Support Notice, Income Withholding Order, and Medical Insurance Cards.

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

Volume: one hundred fifty (150) cubic feet per year/1.9 GB per year

Disposition: Retain ~~in office~~ until three (3) years after closure as defined in OAC 340:25-5-123, then destroy, provided all audits have been completed, all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, no legal action is 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, ~~and approval to destroy records has been received from the State Records Administrator.~~

OR

~~Transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, upon certification that all records have been successfully entered into an electronic format, after storing an electronic backup copy in an off site storage area that meets manufacturer's recommendations for temperature and humidity controls, and after obtaining approval from the State Records Administrator to destroy the hard copy documents.~~

~~Delete electronic records and destroy all below standard documents three (3) years after closure as defined in OAC 340:25-5-123,~~

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~~provided all audits have been completed, 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 records 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 approval to destroy records has been received from the State Records Administrator.~~

- 1-37 **~~Oklahoma~~ Child Support Services Juvenile Case Records – Inactive**
~~Confidential Record subject to 45 CFR § 74.53 and 56 O.S. § 183 and 237)~~
Confidential Record subject to 45 CFR § 75.361 and 205.50, 56 O.S. § 183
and § 237; OAC 340:25-5-55, 25-5-66 and 25-5-67

Description: File contains juvenile case information that is not placed in the ~~Oklahoma~~ Child Support Services Case File (Series 1-6) upon closure. Information includes, but is not limited to, juvenile case cover sheets and notes, screen prints of electronic records, case audit trails, death indices, and convenience copies of paternity affidavits, and other related information.

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

Volume: ~~sixty (60)~~ two (2) cubic feet per year

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

ARCHIVES AND RECORDS COMMISSION

STATE UNIVERSITIES AND COLLEGES
Amendments to General Records Disposition Schedule

*** July 22, 2021 ***

Summary

Agency requests the name of division 8 be changed from “Medical Clinic/Dispensary” to “Medical Clinic/Dispensary/Wellness Center.”

8-11 Agency requests series be added to its schedule.

11-19 Agency requests series be added to its schedule.

ARCHIVES AND RECORDS COMMISSION

STATE UNIVERSITIES AND COLLEGES
Amendments to General Records Disposition Schedule

* July 22, 2021 *

Medical Clinic/Dispensary/Wellness Center

8-11 **Mental Health Counseling Records**

Description: File includes mental health counseling records, including tests, assessments, reports, forensic services, and related records.

Disposition: Retain in office five (5) years beyond termination of services, 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. This retention period reflects the statutory requirement of records as noted in OAC 86:10-3-3(b)(1).
Add to schedule, July 22, 2021

Security

11-19 **Accreditation and Review**

Description: File includes information collected for accreditation and certification review processes conducted by the Oklahoma Association of Chiefs of Police, including policies, examples of documents that demonstrate compliance, reports, and correspondence.

Disposition: Retain in office until superseded, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.
Add to schedule, July 22, 2021

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF LIBRARIES
Records Disposition Authorization **2021-05**

*** July 22, 2021 ***

Summary

Agency requests approval for the destruction of the described records.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF LIBRARIES
Records Disposition Authorization **2021-05**

*** July 22, 2021 ***

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

Series Title: Miscellaneous Claims and Invoices. Boxes are marked Vendor, Travel, and School Claims

Volume: 260 Reels of Microfilm (Some boxes are marked as duplicate reels.)

Date Range: Records created prior to 1982.

The Oklahoma Department of Career and Technology Education, which was the Oklahoma State Board of Vocational and Technical Education until its name was changed in 2000, has approved of the destruction of these records.

The General Records Disposition Schedule for State Agencies, Boards, and Commissions includes the following records series as approved by the Archives and Records Commission.

2-12 Miscellaneous Claims and Invoices (Except OSF Form 14, OSF Form 3 (when used for payroll withholdings) and OSF Form 9)

Description: Copies of OSF Form 3, "Notarized Claim Voucher and Disbursement of Payroll Withholdings"; OSF Form 15A, "Claim Jacket Form"; OSF Form 15B, "Inter/Intra Payment"; OSF Form 19, "Travel Voucher"; OSF Form 18, "Actual and Necessary Expense Travel Voucher"; Affidavit - Actual and Necessary Unreceipted Travel Expenses; and OSF Form 19A, Travel Voucher Attachment submitted to the Office of State Finance for payment of financial obligations other than payrolls. The Office of State Finance is the state office of record (Schedule 91-08, Series 2-64).

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, provided no legal actions are pending, then destroy. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

2-14 Payroll Claims Records are subject to 51 O.S., §24A.7

Description: Copies of OSF Form 41, Payroll Funding Sheet-Record Type C and Tape Layout; OSF Form 41, Payroll Funding Detail Listing - Record Type S & Tape Layout; and any required supporting documents submitted to the Office of State Finance for payment of employee wages and salaries. The Office of State Finance is the state office of record (Schedule 91-08, Series 2-63).

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.