

**Archives and Records Commission
Minutes
April 25, 2019**

Call to Order:

Nicole Willard called the meeting to order at 10:00 a.m.

Members present were:

Nicole Willard	Chair
Melody A. Kellogg	Vice Chair and Secretary
Riley Jensen	Proxy for Lt. Governor
Connie Taylor	Proxy for State Treasurer

Members absent were:

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

Also present were:

Joe Ashbaker	Office of the Attorney General
Vicki Sullivan	Department of Libraries
Jan Davis	Department of Libraries
Holly Hasenfratz	Department of Libraries
Alyssa Vaughn	Department of Libraries
Fariba Williams	State Regents for Higher Education
Ami Layman	State Regents for Higher Education
Rhonda Goss	State Regents for Higher Education
Jaime Shelton	Oklahoma College Assistance Program
Melissa Neal	Oklahoma College Assistance Program
Lisa Coy	Commissioners of the Land Office
Hannah Pryor	Commissioners of the Land Office
Chris Sturgeon	Commissioners of the Land Office
Lauren Hammonds	Office of the Attorney General
Samantha Hatch	Office of the Attorney General
Rhonda Craig	Department of Environmental Quality
Chelsie Jahansouz	Department of Environmental Quality

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on April 11, 2019. The agenda was also posted on the agency's website on April 11, 2019.

Approval of Minutes of the Meeting of January 24, 2019:

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

Jensen	aye
Kellogg	abstain
Taylor	aye
Willard	aye

Consideration of Requests:

Amendment to Records Disposition Schedule 80-28, Oklahoma Military Department

The Oklahoma Military Department requested Records Disposition Schedule 80-28 be amended.

Approval of the Amendment to Records Disposition Schedule 80-28 was moved by Taylor and seconded by Jensen.

Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 80-11, Human Rights Commission

Davis introduced Lauren Hammonds and Samantha Hatch from the Office of the Attorney General, which assumed the responsibilities of the Human Rights Commission after it was terminated in 2012. The Office of the Attorney General requested Records Disposition Schedule 80-11 be amended.

Approval of the Amendment to Records Disposition Schedule 80-11 was moved by Taylor and seconded by Jensen.

Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 85-16, Office of the Attorney General

Davis introduced Lauren Hammonds and Samantha Hatch. The Office of the Attorney General requested Records Disposition Schedule 85-16 be amended.

Approval of the Amendment to Records Disposition Schedule 85-16 was moved by Taylor and seconded by Jensen.

Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

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

Davis introduced Fariba Williams, Ami Layman, Rhonda Goss, Jaime Shelton, and Melissa Neal. The State Regents for Higher Education requested that Records Disposition Schedule 90-03 be amended.

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

Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 96-01, State Regents for Higher Education, Oklahoma College Assistance Program

The State Regents for Higher Education, Oklahoma College Assistance Program, requested that Records Disposition Schedule 96-01 be amended.

Approval of the Amendment to Records Disposition Schedule 96-01 was moved by Kellogg and seconded by Jensen.

Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

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

Davis introduced Rhonda Craig and Chelsie Jahansouz. The Department of Environmental Quality requested Records Disposition Schedule 94-09 be amended.

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

Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

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

Davis introduced Lisa Coy, Hannah Pryor, and Chris Sturgeon. The Commissioners of the Land Office requested Records Disposition Schedule 2015-04 be amended.

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

Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 2002-03, Board of Nursing

The Board of Nursing requested Records Disposition Schedule 2002-03 be amended.

Approval of the Amendment to Records Disposition Schedule 2002-03 was moved by Taylor and seconded by Jensen.

Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Records Disposition Authorization 2019-01, Department of Corrections

The Department of Corrections requested Records Disposition Authorization 2019-01 be approved.

Approval of Records Disposition Authorization 2019-01 was moved by Taylor and seconded by Jensen.

Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Records Disposition Authorization 2019-02, Department of Libraries

The Department of Libraries requested Records Disposition Authorization 2019-02 be approved.

Approval of Records Disposition Authorization 2019-02 was moved by Taylor and seconded by Jensen.

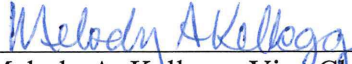
Jensen	aye
Kellogg	abstain
Taylor	aye
Willard	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:15 a.m.



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