

**Archives and Records Commission  
Minutes  
April 16, 2020**

**Call to Order:**

Nicole Willard called the meeting to order at 10:03 a.m.

**Members present were:**

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

**Members absent were:**

**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
Cathy Van Hoy	Department of Libraries
Trish Van Meter	Department of Health
Mary Gail Foster	Department of Human Services
Steve Wilson	Office of Management and Enterprise Services
Fariba Williams	State Regents for Higher Education
Lauren Hammonds Johnson	Workers' Compensation Commission
Cherri Higgs	Department of Veterans Affairs

**Posting of Meeting Agenda**

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on April 2, 2020. The agenda was also posted on the agency's website on April 2, 2020.

This meeting was conducted via Zoom under the new emergency provisions of the Open Meeting Act, as amended by SB 661 on Wednesday, March 18, 2020.

**Approval of Minutes of the Meeting of January 23, 2020:**

Approval of the Minutes was moved by Kellogg and seconded by Taylor.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

**Consideration of Requests:**

**New Records Disposition Schedule 2020-02, Workers' Compensation Commission**

Davis introduced Lauren Hammonds Johnson. The Workers' Compensation Commission requested new Records Disposition Schedule 2020-02 be created.

Approval of the creation of the new Records Disposition Schedule 2020-02 was moved by Jensen and seconded by Chicoine.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

**Records Disposition Authorization 2020-03, Department of Veterans Affairs, Clinton Division**

Davis introduced Cherri Higgs. The Department of Veterans Affairs requested Records Disposition Authorization 2020-03 be approved.

Approval of Records Disposition Authorization 2020-03 was moved by Taylor and seconded by Chicoine.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

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

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

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

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 88-04, District Attorneys Council**

The District Attorneys Council requested Records Disposition Schedule 88-04 be amended.

Approval of the Amendment to Records Disposition Schedule 88-04 was moved by Kellogg and seconded by Taylor.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

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

Davis introduced Fariba Williams. The State Regents for Higher Education requested Records Disposition Schedule 90-03 be amended.

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

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 91-04, Oklahoma Historical Society**

The Oklahoma Historical Society requested Records Disposition Schedule 91-04 be amended.

Approval of the Amendment to Records Disposition Schedule 91-04 was moved by Jensen and seconded by Kellogg.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 91-08, Office of Management and Enterprise Services**

The Office of Management and Enterprise Services requested Records Disposition Schedule 91-08 be amended.

Approval of the Amendment to Records Disposition Schedule 91-08 was moved by Chicoine and seconded by Taylor.

Chicoine	aye
Jensen	aye
Kellogg	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 Chicoine.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 92-17, Department of Health, Protective Health Services**

Davis introduced Trish Van Meter. The Department of Health requested Records Disposition Schedule 92-17 be amended.

Approval of the Amendment to Records Disposition Schedule 92-17 was moved by Taylor and seconded by Chicoine.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

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

Davis introduced Mary Gail Foster. The Department of Human Services requested Records Disposition Schedule 2005-01 be amended.

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

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

**New Records Disposition Schedule 2020-03, Department of Human Services, Office of Public Guardian**

The Department of Human Services requested new Records Disposition Schedule 2020-03 be created.

Approval of the creation of the new Records Disposition Schedule 2020-03 was moved by Kellogg and seconded by Taylor.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

**New Business:**

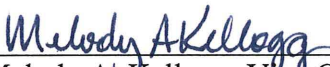
No new business was conducted at this time.

**Adjournment:**

Motion to adjourn the meeting was moved by Taylor and seconded by Chicoine.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

The meeting was adjourned at 10:24 a.m.

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