

**Archives and Records Commission
Minutes
January 19, 2017**

Call to Order:

Susan McVey called the meeting to order at 10:00 a.m.

Members present were:

Susan McVey	Vice Chair and Secretary
Madison Hobson	Proxy for Lt. Governor
Susan Nicewander	Proxy for State Treasurer

Also present were:

Jan Davis	Department of Libraries
Brian Keith	Department of Libraries
Trish VanMeter	Department of Health

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on January 10, 2016. The agenda was also posted on the agency's website on January 10, 2016.

Approval of Minutes of the Meeting of October 27, 2016:

Approval of the Minutes was moved by Hobson and seconded by Nicewander.

McVey	aye
Nicewander	aye
Hobson	aye

State Archives and Records Management Division Quarterly Report

Jan Davis offered to answer questions regarding the quarterly report that members received in their meeting packets.

Consideration of Requests:

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 Hobson and seconded by Nicewander.

McVey	aye
Nicewander	aye
Hobson	aye

Amendment to Records Disposition Schedule 85-09, Department of Career and Technology Education (CareerTech)

The Department of Career and Technology Education requested Records Disposition Schedule 85-09 be amended.

Approval of the Amendment to Records Disposition Schedule 85-09 was moved by Hobson and seconded by Nicewander.

McVey	aye
Nicewander	aye
Hobson	aye

New Records Disposition Schedules 2017-01, Department of Career and Technology Education (CareerTech)

The Department of Career and Technology Education requested a new schedule, Records Disposition Schedule 2017-01, be approved

Approval of the new Records Disposition Schedules 2017-01 was moved by Hobson and seconded by Nicewander.

McVey	aye
Nicewander	aye
Hobson	aye

Amendment to Records Disposition Schedule 94-05, Insurance Department

The Insurance Department requested Records Disposition Schedule 94-05 be amended.

Approval of the Amendment to Records Disposition Schedule 94-05 was moved by Hobson and seconded by Nicewander.

McVey	aye
Nicewander	aye
Hobson	aye

Amendment to Records Disposition Schedules 99-03, Department of Mental Health and Substance Abuse Services, Northwest Center for Behavioral Health

The Department of Mental Health and Substance Abuse Services, Northwest Center for Behavioral Health requested the amendments to Records Disposition Schedules 99-03 be amended.

Approval of the Amendment to Records Disposition Schedule 99-03 was moved by Hobson and seconded by Nicewander.

McVey	aye
Nicewander	aye
Hobson	aye

Amendment to Records Disposition Schedule 90-02, Department of Health, Prevention and Preparedness Services

Davis introduced Trish VanMeter. The Department of Health requested the amendments to Records Disposition Schedules 90-02 be amended.

Approval of the Amendment to Records Disposition Schedule 90-02 was moved by Hobson and seconded by Nicewander.

McVey	aye
Nicewander	aye
Hobson	aye

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

The Department of Health requested the amendments to Records Disposition Schedules 92-17 be amended.

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

McVey	aye
Nicewander	aye
Hobson	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:37 a.m.



Susan McVey, Vice Chair and Secretary
Oklahoma Department of Libraries