

**Archives and Records Commission
Minutes
July 20, 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
Ruthie Chicoine	Proxy for State Auditor and Inspector
Susan Nicewander	Proxy for State Treasurer

Also present were:

Vicki Sullivan	Department of Libraries
Jan Davis	Department of Libraries
Brian Keith	Department of Libraries
Mary Gail Foster	Department of Human Services
Trish Van Meter	Department of Health
Steve Hagar	Tobacco Settlement Trust Fund

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on July 5, 2017. The agenda was also posted on the agency's website on July 5, 2017.

Approval of Minutes of the Meeting of April 20, 2017:

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

McVey	aye
Nicewander	aye
Chicoine	aye

Consideration of Requests:

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 Records Disposition Schedule 88-03 was moved by Nicewander and seconded by Chicoine.

McVey	aye
Nicewander	aye
Chicoine	aye

Amendment to Records Disposition Schedule 88-05, Department of Transportation

The Department of Transportation requested Records Disposition Schedule 88-05, be amended.

Approval of the Records Disposition Schedule 88-05 was moved by Nicewander and seconded by Chicoine.

McVey aye
Nicewander aye
Chicoine aye

Amendment to Records Disposition Schedule 2009-01, Tobacco Settlement Trust Fund

Davis introduced Steve Hagar. The Tobacco Settlement Trust Fund requested Records Disposition Schedule 2009-01, be amended.

Approval of the Amendment to Records Disposition Schedules 2009-01 was moved Chicoine and seconded by Nicewander.

McVey aye
Nicewander aye
Chicoine aye

Amendment to Records Disposition Schedule 92-18, Oklahoma Conservation Commission

The Oklahoma Conservation Commission requested Records Disposition Schedule 92-18, be amended.

Approval of the Amendment to Records Disposition Schedules 92-18 was moved by Nicewander and seconded by Chicoine.

McVey aye
Nicewander aye
Chicoine aye

Amendment to Records Disposition Schedule 2003-05, Department of Health, County Health Departments

Davis introduced Trish Van Meter. The Department of Health requested Records Disposition Schedule 2003-05, be amended.

Approval of the Amendment to Records Disposition Schedules 2003-05 was moved by Nicewander and seconded by Chicoine.

McVey aye
Nicewander aye
Chicoine aye

Amendment to Records Disposition Schedule 2002-06, Department of Health, Administrative Services

The Department of Health requested Records Disposition Schedule 2002-06, be amended.

Approval of the Amendment to Records Disposition Schedules 2002-06 was moved by Nicewander and seconded by Chicoine.

McVey aye
Nicewander aye
Chicoine aye

Amendment to Records Disposition Schedule 2005-04, Department of Health, Administration/Accounting Services Section

The Department of Health requested Records Disposition Schedule 2005-04, be amended.

Approval of the Amendment to Records Disposition Schedules 2005-04 was moved by Nicewander and seconded by Chicoine.

McVey	aye
Nicewander	aye
Chicoine	aye

Amendment to Records Disposition Schedule 2015-02, Office of Management and Enterprise Services, Human Capital Management

The Office of Management and Enterprise Services requested Records Disposition Schedule 2015-02, be amended.

Approval of the Amendment to Records Disposition 2015-02 was moved by Nicewander and seconded by Chicoine.

McVey	aye
Nicewander	aye
Chicoine	aye

Amendment to Records Disposition Schedule 2001-02, Department of Mental Health and Substance Abuse Services, Oklahoma Forensic Center

The Department of Mental Health and Substance Abuse Services requested Records Disposition Schedule 2001-02, be amended.

Approval of the Amendment to Records Disposition 2001-02 was moved by moved Chicoine and seconded by Nicewander.

McVey	aye
Nicewander	aye
Chicoine	aye

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

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

Approval of the Amendment to Records Disposition 2017-01 was moved by Nicewander and seconded by Chicoine.

McVey	aye
Nicewander	aye
Chicoine	aye

Records Disposition Authorization 2017-03, Department of Corrections

The Department of Corrections requested Records Disposition Authorization 2017-03, be approved. Members discussed the appropriate language to be used for the authorization and determined that further research was required.

Approval of the motion to table Records Disposition Authorization 2017-03 was moved by Nicewander and seconded by Chicoine.

McVey	aye
Nicewander	aye
Chicoine	aye

**Amendment to Records Disposition Schedule 2001-05, Department of Human Services,
Developmental Disabilities Services Division**

Davis introduced Mary Gail Foster. The Department of Human Services requested Records Disposition Schedule 2001-05, be amended.

Approval of the Amendment to Records Disposition 2001-05 was moved by Nicewander and seconded by Chicoine.

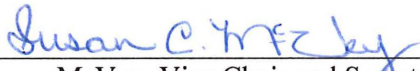
McVey	aye
Nicewander	aye
Chicoine	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:26 a.m.



Susan McVey, Vice Chair and Secretary
Oklahoma Department of Libraries