

**Archives and Records Commission
Minutes
July 19, 2018**

Call to Order:

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

Members present were:

Ruthie Chicoine	Proxy for State Auditor
Jordan Glover	Proxy for Lt. Governor
Susan McVey	Vice Chair and Secretary
Nicole Willard	Chair

Members absent were:

Susan Nicewander	Proxy for State Treasurer
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Also present were:

Jan Davis	Department of Libraries
Vicki Sullivan	Department of Libraries
Grant Cody	Office of the Attorney General
Lauren Hammonds	Office of the Attorney General
Rhonda Craig	Department of Environmental Quality
Mary Gail Foster	Department of Human Services
Tina Gray	Department of Human Services
Sherry Williams	Department of Human Services
Fariba Williams	State Regents for Higher Education
Melissa Neal	State Regents for Higher Education
Rick Sykora	State Regents for Higher Education
Melissa Davis	Department of Transportation
Steve Sowers	Energy Resources Board

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on June 29, 2018. The agenda was also posted on the agency's website on June 29, 2018.

Approval of Minutes of the Meeting of April 26, 2018:

Approval of the Minutes was moved by McVey and seconded by Glover.

Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

Consideration of Requests:

Amendment to Records Disposition Schedule 80-28, Military Department

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

Approval of the Records Disposition Authorization 80-28 was moved by McVey and seconded by Chicoine.

Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

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

Davis introduced Lauren Hammonds. 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 McVey and seconded by Glover.

Chicoine	aye
Glover	aye
McVey	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 McVey and seconded by Chicoine.

Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

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

Davis introduced Rhonda Craig. 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 McVey and seconded by Glover.

Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

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

Davis introduced Fariba Williams, Melissa Neal, and Rick Sykora. The State Regents for Higher Education, Oklahoma College Assistance Program requested Records Disposition Schedule 96-01 be amended.

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

Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

Amendment to Records Disposition Schedule 98-01, Commission on Marginally Producing Oil and Gas Wells

Davis introduced Steve Sowers. The Commission on Marginally Producing Oil and Gas Wells requested Records Disposition Schedule 98-01 be amended.

Approval of the Amendment to Records Disposition Schedule 98-01 was moved by McVey and seconded by Glover.

Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

Amendment to Records Disposition Schedule 2011-01, Oklahoma Energy Resources Board

Davis introduced Steve Sowers. The Oklahoma Energy Resources Board requested Records Disposition Schedule 2011-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2011-01 was moved by McVey and seconded by Chicoine.

Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

Amendment to Records Disposition Schedule 99-03, Northwest Center for Behavioral Health

The Northwest Center for Behavioral Health requested Records Disposition Schedule 99-03 be amended.

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

Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

Amendment to Records Disposition Schedule 2000-06, State Board of Registration for Professional Engineers and Land Surveyors

The State Board of Registration for Professional Engineers and Land Surveyors requested Records Disposition Schedule 2000-06 be amended.

Approval of the Amendment to Records Disposition Schedule 2000-06 was moved by McVey and seconded by Chicoine.

Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

Amendment to Records Disposition Schedule 88-03, Department of Transportation

Davis introduced Melissa Davis. The Department of Transportation requested Records Disposition Schedule 88-03 be amended. The agency requested an additional amendment to the description for series 30-2.

Approval of the Amendment to Records Disposition Schedule 88-03 was moved by McVey and seconded by Chicoine.

Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

New Records Disposition Schedule 2018-02, Department of Transportation

Davis introduced Melissa Davis. The Department of Transportation requested new schedule 2018-02 be created.

Approval of the creation of the new schedule 2018-02 was moved by McVey and seconded by Glover.

Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

Amendment to Records Disposition Schedule 2002-07, Aeronautics Commission

The Aeronautics Commission requested the amendments to Records Disposition Schedule 2002-07 be withdrawn.

Records Disposition Authorization 2018-02, Department of Education

The Department of Education requested Records Disposition Authorization 2018-02 be approved.

Approval of the Records Disposition Authorization 2018-02 was moved by McVey and seconded by Glover.

Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

Amendment to Records Disposition Schedule 98-02, Department of Human Services, Support Services Division

Davis introduced Mary Gail Foster, Tina Gray, and Sherry Williams. The Department of Human Services, Support Services Division, requested Records Disposition Schedule 98-02 be amended.

Approval of the Amendment to Records Disposition Schedule 98-02 was moved by McVey and seconded by Glover.

Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

Amendment to Records Disposition Schedule 2007-02, Department of Human Services, Office of Performance Outcomes

The Department of Human Services, Office of Performance Outcomes, requested Records Disposition Schedule 2007-02 be amended.

Approval of the Amendment to Records Disposition Schedule 2007-02 was moved by McVey and seconded by Glover.

Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

Amendment to Records Disposition Schedule 2009-03, Department of Human Services, Enterprise Program Management Office

The Department of Human Services, Enterprise Program Management Office, requested Records Disposition Schedule 2009-03 be amended.

Approval of the Amendment to Records Disposition Schedule 2009-03 was moved by McVey and seconded by Glover.

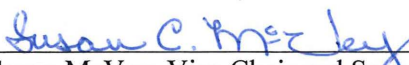
Chicoine	aye
Glover	aye
McVey	aye
Willard	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:31 a.m.



Susan McVey, Vice Chair and Secretary
Oklahoma Department of Libraries