

**Archives and Records Commission  
Minutes  
July 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
Ruthie Chicoine	Proxy for State Auditor

**Members absent were:**

Riley Jensen	Proxy for Lt. Governor
Connie Taylor	Proxy for State Treasurer

**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
Bethany Heid	Department of Libraries
Fariba Williams	State Regents for Higher Education
Lisa Nelson	State Regents for Higher Education
Gina McPherson	State Regents for Higher Education
Jaime Shelton	State Regents for Higher Education
Lisa Coy	Commissioners of the Land Office
Hannah Pryor	Commissioners of the Land Office
Ellen Edwards	Grand River Dam Authority
Trish Van Meter	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 July 11, 2019. The agenda was also posted on the agency's website on July 12, 2019.

**Approval of Minutes of the Meeting of April 25, 2019:**

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

Chicoine	aye
Kellogg	aye
Willard	aye

**Consideration of Requests:**

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

Davis introduced Lisa Coy and Hannah Pryor. 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 Kellogg and seconded by Chicoine.

Chicoine	aye
Kellogg	aye
Willard	aye

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

Davis introduced Fariba Williams, Gina McPherson, Lisa Nelson, and Jaime Shelton. 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 Chicoine and seconded by Willard.

Chicoine	aye
Kellogg	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 requested that Records Disposition Schedule 96-01 be amended.

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

Chicoine	aye
Kellogg	aye
Willard	aye

**Amendment to the General Records Disposition Schedule for State Universities and Colleges, Department of Libraries**

The Department of Libraries requested the General Records Disposition Schedule for State Universities and Colleges be amended.

Approval of the Amendment to the General Records Disposition Schedule for State Universities and Colleges was moved by Chicoine and seconded by Willard.

Chicoine	aye
Kellogg	aye
Willard	aye

**Amendment to Records Disposition Schedule 89-13, Grand River Dam Authority**

Davis introduced Ellen Edwards. The Grand River Dam Authority requested Records Disposition Schedule 89-13 be amended. Davis stated that the agency had requested that additional changes be made in series 2-1, 2-12, and 2-28.

Approval of the Amendment to Records Disposition Schedule 89-13, including the amendments requested at the meeting for series 2-1, 2-12, and 2-28, was moved by Kellogg and seconded by Chicoine.

Chicoine	aye
Kellogg	aye
Willard	aye

**Amendment to Records Disposition Schedule 2002-01, Department of Health, Commissioner of Health**

Davis introduced Trish Van Meter. The Department of Health requested Records Disposition Schedule 2002-01 be amended. Davis stated that the agency requested to withdraw the proposed amendments for all series except series 4-13.

Approval of the Amendment to Records Disposition Schedule 2002-01, as amended to include only series 4-13, was moved by Kellogg and seconded by Chicoine.

Chicoine	aye
Kellogg	aye
Willard	aye

**Amendment to Records Disposition Schedule 2002-02, Department of Health, Family Health**

The Department of Health requested to withdraw Records Disposition Schedule 2002-02 from consideration at this meeting.

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

The Department of Health requested to withdraw Records Disposition Schedule 2002-06 from consideration at this meeting.

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

The Department of Health requested Records Disposition Schedule 2003-05 be amended. Davis stated the agency requested to withdraw series 1-5 from consideration at this meeting.

Approval of the Amendment to Records Disposition Schedule 2003-05, excluding series 1-5, was moved by Kellogg and seconded by Chicoine.

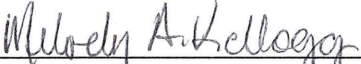
Chicoine	aye
Kellogg	aye
Willard	aye

**New Business:**

No new business was conducted at this time.

**Adjournment:**

The meeting was adjourned at 10:18 a.m.

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