

**Archives and Records Commission  
Minutes  
October 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
Susan Nicewander	Proxy for State Treasurer
Jordan Glover	Proxy for Lt. Governor

**Members absent were:** Ruthie Chicoine, Proxy for State Auditor

**Also present were:**

Vicki Sullivan	Department of Libraries
Jan Davis	Department of Libraries
Brian Keith	Department of Libraries
Chris Coffman	Office of the Secretary of State
Mary Gail Foster	Department of Human Services

**Posting of Meeting Agenda**

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on October 3, 2017. The agenda was also posted on the agency's website on October 3, 2017.

**Approval of Minutes of the Meeting of July 20, 2017:**

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

McVey	aye
Nicewander	aye
Glover	aye

**Approval of Schedule for Meetings for 2018:**

Approval of the proposed dates for Commission meetings was moved by Nicewander and seconded by Glover.

McVey	aye
Nicewander	aye
Glover	aye

**Consideration of Requests:**

**Records Disposition Authorization 2017-03, Department of Corrections**

The Department of Corrections requested Records Disposition Authorization 2017-03 be approved.

Approval of the Records Disposition Authorization 2017-03 was moved by Nicewander and seconded by Glover.

McVey            aye  
Nicewander      aye  
Glover            aye

**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 Records Disposition Schedule 81-14 was moved by Nicewander and seconded by Glover.

McVey            aye  
Nicewander      aye  
Glover            aye

**Amendment to Records Disposition Schedule 81-20, State Election Board**

The State Election Board requested Records Disposition Schedule 81-20 be amended.  
Approval of the Amendment to Records Disposition Schedules 81-20 was moved by McVey and seconded by Nicewander.

McVey            aye  
Nicewander      aye  
Glover            aye

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

The Office of Management and Enterprise Services requested Records Disposition Schedule 91-08 be amended.  
Approval of the Amendment to Records Disposition Schedules 91-08 was moved by McVey and seconded by Nicewander.

McVey            aye  
Nicewander      aye  
Glover            aye

**Amendment to Records Disposition Schedule 92-12, Oklahoma Funeral Board**

The Oklahoma Funeral Board requested Records Disposition Schedule 92-12, be amended.  
Approval of the Amendment to Records Disposition Schedules 92-12 was moved by McVey and seconded by Nicewander.

McVey            aye  
Nicewander      aye  
Glover            aye

**Amendment to Records Disposition Schedule 93-09, Department of Rehabilitation Services**

The Department of Health requested Records Disposition Schedule 93-09 be amended.

Approval of the Amendment to Records Disposition Schedules 93-09 was moved by Nicewander and seconded by Glover.

McVey	aye
Nicewander	aye
Glover	aye

**Records Disposition Authorization 2017-07, Department of Libraries and Office of the Secretary of State**

Davis introduced Chris Coffman. The Department of Libraries and Office of the Secretary of State requested Records Disposition Schedule 2017-07 be approved.

Approval of the Amendment to Records Disposition Schedules 2017-07 was moved by McVey and seconded by Nicewander.

McVey	aye
Nicewander	aye
Glover	aye

**Records Disposition Authorization 2017-08, Department of Libraries and Office of the Secretary of State of Oklahoma**

The Department of Libraries and Office of the Secretary of State requested Records Disposition Schedule 2017-08 be approved.

Approval of the Amendment to Records Disposition Schedules 2017-08 was moved by McVey and seconded by Nicewander.

McVey	aye
Nicewander	aye
Glover	aye

**Amendment to Records Disposition Schedule 92-15, Office of the Secretary of State**

The Office of the Secretary of State requested Records Disposition Schedule 92-15 be amended.

Approval of the Amendment to Records Disposition 92-15 was moved by moved McVey and seconded by Glover.

McVey	aye
Nicewander	aye
Glover	aye

**Records Disposition Authorization 2017-11, Insurance Department**

The Insurance Department requested Records Disposition Authorization 2017-11g be approved.

Approval of the Amendment to Records Authorization 2017-11 was moved Nicewander and seconded by Glover.

McVey	aye
Nicewander	aye
Glover	aye

**Records Disposition Authorization 2017-05, Department of Libraries and Board of Medicolegal Investigations**

The Department of Libraries and Board of Medicolegal Investigations requested Records Disposition Authorization 2017-05, be approved.

Approval of the Amendment to Records Authorization 2017-05 was moved Nicewander and seconded by Glover.

McVey	aye
Nicewander	aye
Glover	aye

**Records Disposition Authorization 2017-06, Department of Libraries and Corporation Commission**

Davis reported that the Department of Libraries and Corporation Commission requested Records Disposition Authorization 2017-06 be withdrawn.

**Records Disposition Authorization 2017-09, Department of Human Services**

Davis introduced Gail Foster. The Department of Human Services requested Records Disposition Authorization 2017-09 be approved.

Approval of the Amendment to Records Authorization 2017-09 was moved Nicewander and seconded by Glover.

McVey	aye
Nicewander	aye
Glover	aye

**Amendment to Records Disposition Schedule 2004-02, Department of Human Services, Office of Business Quality**

The Department of Human Services requested Records Disposition Schedule 2004-02 be amended.

Approval of the Amendment to Records Disposition 2004-02 was moved by McVey and seconded by Nicewander.

McVey	aye
Nicewander	aye
Glover	aye

**Amendment to Records Disposition Schedule 2007-02, Department of Human Services, Office of Planning, Research, and Statistics**

The Department of Human Services requested Records Disposition Schedule 2007-02 be amended.

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

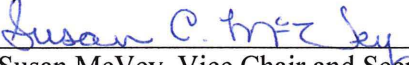
McVey	aye
Nicewander	aye
Glover	aye

**New Business:**

No new business was conducted at this time.

**Adjournment:**

The meeting was adjourned at 10:22 a.m.

  
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Susan McVey, Vice Chair and Secretary  
Oklahoma Department of Libraries