

**Archives and Records Commission
Minutes
October 25, 2018**

Call to Order:

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

Members present were:

Ashley Billups	Proxy for Lt. Governor
Susan Nicewander	Proxy for State Treasurer
Vicki Sullivan	Vice Chair and Secretary
Nicole Willard	Chair

Members absent were:

Ruthie Chicoine	Proxy for State Auditor
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Also present were:

Joe Ashbaker	Office of the Attorney General
Jan Davis	Department of Libraries
Mary Gail Foster	Department of Human Services
Debbie Holt	Department of Human Services
Lecrecia Schmidt	Office of Educational Quality and Accountability
Lori Pierce	Oklahoma Tax Commission
Fariba Williams	State Regents for Higher Education
Carol Alexander	State Regents for Higher Education
Jamie Girard	State Regents for Higher Education
Sheri Mauck	State Regents for Higher Education
Angel Icenhour	State Regents for Higher Education
Lauren Hammonds	Attorney General
Ryan Freeman Smith	Oklahoma Health Care Authority
Lisa Coy	Commissioners of the Land Office

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on October 10, 2018. The agenda was also posted on the agency's website on October 10, 2018.

Approval of Minutes of the Meeting of July 19, 2018:

Approval of the Minutes was moved by Sullivan and seconded by Billups.

Billups	aye
Nicewander	aye
Sullivan	aye
Willard	aye

Approval of Schedule for Meetings in 2019:

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

Billups	aye
Nicewander	aye
Sullivan	aye
Willard	aye

Consideration of Requests:

New Records Disposition Schedule 2018-03, Office of Educational Quality and Accountability

Davis introduced Lucrecia Schmidt. The Office of Educational Quality and Accountability requested new Records Disposition Schedule 2018-03 be created.

Approval of the creation of Records Disposition Schedule 2018-03 was moved by Nicewander and seconded by Sullivan.

Billups	aye
Nicewander	aye
Sullivan	aye
Willard	aye

Amendment to Records Disposition Schedule 82-34, Corporation Commission, Office of General Counsel

The Corporation Commission, Office of General Counsel, requested Records Disposition Schedule 82-34 be amended.

Approval of the Amendment to Records Disposition Schedule 82-34 was moved by Sullivan and seconded by Nicewander.

Billups	aye
Nicewander	aye
Sullivan	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, including amendments, was moved by Sullivan and seconded by Billups.

Billups	aye
Nicewander	aye
Sullivan	aye
Willard	aye

Records Disposition Authorization 2018-03, Oklahoma Tax Commission

Davis introduced Lori Pierce. The Oklahoma Tax Commission requested Records Disposition Authorization 2018-03 be approved.

Approval of the Records Disposition Authorization 2018-03 was moved by Sullivan and seconded by Nicewander.

Billups aye
Nicewander aye
Sullivan aye
Willard aye

Amendment to Records Disposition Schedule 82-28, J.D. McCarty Center for Children with Developmental Disabilities

The J.D. McCarty Center for Children with Developmental Disabilities requested Records Disposition Schedule 82-28 be amended.

Approval of the Amendment to Records Disposition Schedule 82-28 was moved by Billups and seconded by Nicewander.

Billups aye
Nicewander aye
Sullivan aye
Willard aye

Amendment to Records Disposition Schedule 94-07, Physical Manpower Training Commission

The Physical Manpower Training Commission requested to table the amendments to Records Disposition Schedule 94-07.

Commission members had questions regarding the series presented for amendment. Approval to table the Amendment to Records Disposition Schedule 94-07 was moved by Nicewander and seconded by Billups.

Billups aye
Nicewander aye
Sullivan aye
Willard aye

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

Davis introduced Lisa Coy. 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 Billups and seconded by Nicewander.

Billups aye
Nicewander aye
Sullivan aye
Willard aye

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

Davis introduced Fariba Williams, Carol Alexander, Jamie Girard, and Angel Icenhour. The State Regents for Higher Education requested Records Disposition Schedule 90-03 be amended.

Approval of the Amendment to Records Disposition Schedule 90-03 was moved by Nicewander and seconded by Billups.

Billups aye
Nicewander aye
Sullivan 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 Nicewander and seconded by Billups.

Billups	aye
Nicewander	aye
Sullivan	aye
Willard	aye

Amendment to Records Disposition Schedule 95-06, Oklahoma Health Care Authority

Davis introduced Ryan Freeman Smith. The Oklahoma Health Care Authority requested Records Disposition Schedule 95-06 be amended.

Approval of the Amendment to Records Disposition Schedule 95-06 was moved by Nicewander and seconded by Billups.

Billups	aye
Nicewander	aye
Sullivan	aye
Willard	aye

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

Davis introduced Mary Gail Foster and Debbie Holt. 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 Billups and seconded by Nicewander.

Billups	aye
Nicewander	aye
Sullivan	aye
Willard	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:41 a.m.

Vicki Sullivan, Proxy for Vice Chair and Secretary Susan McVey
Oklahoma Department of Libraries