

**Archives and Records Commission
Minutes
October 24, 2019**

Call to Order:

Nicole Willard called the meeting to order at 10:01 a.m.

Members present were:

Nicole Willard	Chair
Melody A. Kellogg	Vice Chair and Secretary
Ruthie Chicoine	Proxy for State Auditor
Riley Jensen	Proxy for Lt. Governor
Connie Taylor	Proxy for State Treasurer

Members absent were:

Also present were:

Joe Ashbaker	Office of the Attorney General
Jan Davis	Department of Libraries
Holly Hasenfratz	Department of Libraries
Alyssa Vaughn	Department of Libraries
Rhonda Craig	Department of Environmental Quality
Nathan Broyles	Oklahoma Housing Finance Authority
Jody Glaze	Oklahoma Housing Finance Authority
Mary Gail Foster	Department of Human Services
Amber Fox	Oklahoma Lottery Commission
Renee Dollar	State Regents for Higher Education
Angel Icenhour	State Regents for Higher Education
Fariba Williams	State Regents for Higher Education
Sandra Wineberry	State Regents for Higher Education
Jenny Wood	State Regents for Higher Education

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on October 11, 2019. The agenda was also posted on the agency's website on October 11, 2019.

Approval of Minutes of the Meeting of July 25, 2019:

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

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Approval of Schedule for Meetings in 2020:

Approval of the proposed dates for Commission meetings was moved by Chicoine and seconded by Jensen.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Dates for 2020 meetings, as approved by the Commission, will be:

January 23, 2020
 April 16, 2020
 July 23, 2020
 October 22, 2020

Consideration of Requests:

Amendment to Records Disposition Schedule 80-08, Board of Osteopathic Examiners

The Board of Osteopathic Examiners requested Records Disposition Schedule 80-08 be amended.

Approval of the Amendment to Records Disposition Schedule 80-08 was moved by Chicoine and seconded by Taylor.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

New Records Disposition Schedule 2019-01, Board of Osteopathic Examiners

The Board of Osteopathic Examiners requested new schedule 2019-01 be created.

Approval of the creation of the new schedule 2019-01 was moved by Chicoine and seconded by Taylor.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 89-04, Department of Corrections, Institutions

The Department of Corrections requested that Records Disposition Schedule 89-04 be amended.

Approval of the Amendment to Records Disposition Schedule 89-04 was moved by Kellogg and seconded by Jensen.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

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

Davis introduced Fariba Williams, Angel Icenhour, Renee Dollar, Sandra Wineberry, and Jenny Wood. 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 Taylor and seconded by Chicoine.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 92-13, State Auditor and Inspector

The State Auditor and Inspector requested that Records Disposition Schedule 92-13 be amended.

Approval of the Amendment to Records Disposition Schedule 92-13 was moved by Jensen and seconded by Willard.

Chicoine	abstain
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to the 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. Davis stated that the agency requested an additional amendment be made in series 3-33.

Approval of the Amendment to Records Disposition Schedule 94-09, including the amendment requested at the meeting for series 3-33, was moved by Kellogg and seconded by Chicoine.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 2000-04, Oklahoma Housing Finance Authority

Davis introduced Nathan Broyles and Jody Glaze. The Oklahoma Housing Finance Authority requested Records Disposition Schedule 2000-04 be amended.

Approval of the Amendment to Records Disposition Schedule 2000-04 was moved by Taylor and seconded by Kellogg.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 2012-01, Oklahoma Lottery Commission

Davis introduced Amber Fox. The Oklahoma Lottery Commission requested Records Disposition Schedule 2012-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2012-01 was moved by Jensen and seconded by Chicoine.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	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 Schedule 2001-05 was moved by Kellogg and seconded by Jensen.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 2005-01, Department of Human Services, Child Welfare Services

The Department of Human Services requested Records Disposition Schedule 2005-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2005-01 was moved by Jensen and seconded by Chicoine.

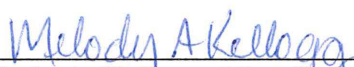
Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:24 a.m.



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