

ARCHIVES AND RECORDS COMMISSION

**Oklahoma Department of Libraries
200 NE 18th Street, Second Floor South Conference Room
Oklahoma City, Oklahoma**

**January 20, 2022
11:00 a.m.**

AGENDA

Call to Order
Roll Call

Nicole Willard, Chair
Melody A. Kellogg, Vice Chair and Secretary
Ruthie Chicoine
Ashley Crall
Connie Taylor

Approval of Minutes of the Meeting of October 21, 2021 *
State Archives and Records Management Division Quarterly Report

Key to abbreviations used below:

[AMD] = Amendment to a Records Disposition Schedule

[NEW] = Records Disposition Schedule

[RDA] = Records Disposition Authorization

*Consideration of Requests**

2022-01	[RDA]	Oklahoma Department of Corrections, William S. Key Correctional Center
2022-02	[RDA]	Oklahoma Department of Transportation
88-03	[AMD]	Oklahoma Department of Transportation
83-12	[AMD]	Oklahoma Real Estate Commission
90-03	[AMD]	Oklahoma State Regents for Higher Education
94-09	[AMD]	Oklahoma Department of Environmental Quality
2015-04	[AMD]	Commissioners of the Land Office
GRDS U and C	[AMD]	Oklahoma Department of Libraries, General Records Disposition Schedule for State Universities and Colleges

Adjournment

* Archives and Records Commission action required.

Upcoming meetings of the Archives and Records Commission

- o April 21, 2022
- o July 21, 2022
- o October 27, 2022

**Archives and Records Commission
Minutes
October 21, 2021**

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
Ashley Crall	Proxy for Lt. Governor

Members absent were:

Connie Taylor	Proxy for State Treasurer
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Also present were:

Ashton Poarch	Office of the Attorney General
Jan Davis	Department of Libraries
Holly Hasenfratz	Department of Libraries
Jennifer Green	Department of Libraries
Alyssa Vaughn	Department of Libraries
Amanda Jett	Commission on Children and Youth
Sherri Williams	Department of Human Services
Andrea Simmons	Oklahoma Municipal Power Authority
Ellen Edwards	Oklahoma Municipal Power Authority
Fariba Williams	State Regents for Higher Education
Sylvia Bryant	State Regents for Higher Education
Nels Rodefeld	Department of Wildlife Conservation
Nathan Erdman	Department of Wildlife Conservation

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on October 8, 2021. The agenda was also posted on the agency's website on October 8, 2021.

Approval of Minutes of the Meeting of July 22, 2021:

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

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

Approval of Schedule for Meetings in 2022:

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

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

Dates for 2022 meetings, as approved by the Commission, will be:

January 20, 2022
 April 21, 2022
 July 21, 2022
 October 27, 2022

Consideration of Requests:

Amendment to Records Disposition Schedule 82-18, Department of Wildlife Conservation

Davis introduced Nels Rodefeld and Nathan Erdman. The Department of Wildlife Conservation requested Records Disposition Schedule 82-18 be amended.

Approval of the Amendment to Records Disposition Schedule 82-18 was moved by Kellogg and seconded by Crall.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

Amendment to Records Disposition Schedule 83-06, Corporation Commission, Oil and Gas Conservation Division

The Corporation Commission requested Records Disposition Schedule 83-06 be amended.

Approval of the Amendment to Records Disposition Schedule 83-06 was moved by Crall and seconded by Kellogg.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

Amendment to Records Disposition Schedule 84-04, Corporation Commission, Administration Division

The Corporation Commission requested Records Disposition Schedule 84-04 be amended.

Approval of the Amendment to Records Disposition Schedule 84-04 was moved by Crall and seconded by Kellogg.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

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

The Department of Transportation requested Records Disposition Schedule 88-03 be amended.

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

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

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

Davis introduced Fariba Williams and Sylvia Bryant. 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 Crall and seconded by Chicoine.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

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

The Office of the State Auditor and Inspector requested Records Disposition Schedule 92-13 be amended.

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

Chicoine	abstain
Crall	aye
Kellogg	aye
Willard	aye

Amendment to Records Disposition Schedule 93-07, Oklahoma Municipal Power Authority

Davis introduced Andrea Simmons and Ellen Edwards. The Oklahoma Municipal Power Authority requested Records Disposition Schedule 93-07 be amended.

Approval of the Amendment to Records Disposition Schedule 93-07 was moved by Kellogg and seconded by Crall.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

Amendment to Records Disposition Schedule 2007-01, Commission on Children and Youth

Davis introduced Amanda Jett. The Commission on Children and Youth requested Records Disposition Schedule 2007-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2007-01 was moved by Crall and seconded by Kellogg.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

Amendment to Records Disposition Schedule 2017-01, Department of Career and Technology Education

The Department of Career and Technology Education requested Records Disposition Schedule 2017-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2017-01 was moved by Kellogg and seconded by Crall.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

Amendment to Records Disposition Schedule 82-37, Department of Human Services, County Offices

Davis introduced Sherri Williams. The Department of Human Services requested Records Disposition Schedule 82-37 be amended.

Approval of the Amendment to Records Disposition Schedule 82-37 was moved by Crall and seconded by Willard.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

Amendment to Records Disposition Schedule 87-04, Department of Human Services, Programs Division

The Department of Human Services requested Records Disposition Schedule 87-04 be amended.

Approval of the Amendment to Records Disposition Schedule 87-04 was moved by Crall and seconded by Willard.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

Amendment to Records Disposition Schedule 97-05, Department of Human Services, General Records

The Department of Human Services requested Records Disposition Schedule 97-05 be amended.

Approval of the Amendment to Records Disposition Schedule 97-05 was moved by Crall and seconded by Willard.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

Amendment to Records Disposition Schedule 97-06, Department of Human Services, Inspector General's Office

The Department of Human Services requested Records Disposition Schedule 97-06 be amended.

Approval of the Amendment to Records Disposition Schedule 97-06 was moved by Crall and seconded by Willard.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

Amendment to Records Disposition Schedule 2003-01, Department of Human Services, Office of Intergovernmental Relations and Policy

The Department of Human Services requested Records Disposition Schedule 2003-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2003-01 was moved by Crall and seconded by Willard.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

Amendment to Records Disposition Schedule 2003-03, Department of Human Services, Office of Client Advocacy

The Department of Human Services requested Records Disposition Schedule 2003-03 be amended.

Approval of the Amendment to Records Disposition Schedule 2003-03 was moved by Crall and seconded by Willard.

Chicoine	aye
Crall	aye
Kellogg	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 Crall and seconded by Willard.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

Amendment to Records Disposition Schedule 2006-03, Department of Human Services, Office of General Counsel

The Department of Human Services requested Records Disposition Schedule 2006-03 be amended.

Approval of the Amendment to Records Disposition Schedule 2006-03 was moved by Crall and seconded by Willard.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

Records Disposition Authorization 2021-06, Department of Libraries

The Department of Libraries requested Records Disposition Authorization 2021-06 be approved.

Approval of Records Disposition Authorization 2021-06 was moved by Crall and seconded by Willard.

Chicoine	aye
Crall	aye
Kellogg	abstain
Willard	aye

Records Disposition Authorization 2021-07, Department of Libraries

The Department of Libraries requested Records Disposition Authorization 2021-07 be approved.

Approval of Records Disposition Authorization 2021-07 was moved by Willard and seconded by Chicoine.

Chicoine	aye
Crall	aye
Kellogg	abstain
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 Crall and seconded by Willard.

Chicoine	aye
Crall	aye
Kellogg	aye
Willard	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:25 a.m.

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

Archives and Records Management Department Activity Report

October 9, 2021 – January 3, 2022

Archives

Digital Projects

- Archives staff are working with ODL's Public Information Office (PIO) to modernize the archives and records management webpages to be more intuitive and inclusive.
- In an ongoing collaboration to promote ODL's digital collections, Archives staff helped PIO prepare a promotional flyer for the Archives.OK.Gov collection on Digital Prairie.
- Recent uploads to Digital Prairie include: *Outdoor Oklahoma* (1970-1978, 99 issues), territorial proclamations, and a State Capitol construction photo album (1915-1916).

Outreach

- With the assistance of PIO, archives staff have participated in two more Archives Hashtag Parties on Twitter. The themes were books (November) and GIFs (December).
- "Bridging Memory and History: Using Archives in the Classroom," Hasenfratz, (OKCHE Virtual Conference 10/2, 9 participants)
- "Bringing in New Collections," Green, (6-part Oklahoma Archivists Association "Archiving 101" online course 9/30, 28 participants)
- "The Preservation Environment," Hasenfratz, (6-part Oklahoma Archivists Association "Archiving 101" online course, 10/7, 28 participants)
- "Arrangement & Description," Green, (6-part Oklahoma Archivists Association "Archiving 101" online course, 10/14, 28 participants)
- Oklahoma Historical Society Folklife Festival, Green & Hasenfratz (10/16, 79 participants stopped by booth to pick up bookmarks and posters)
- "Hats, Horses, and Holidays! Library of Congress Resources," Davis, (OKSTE Annual Conference, 10/27, 35 participants)
- "Discover Oklahoma History Online," Hasenfratz, (OKSTE Annual Conference, 10/27, 36 participants)
- "Free Family History," Davis, (OLLI at OSU 4-week online course, 10/28, 11/4, 11/11, & 11/18, 13 participants)

Records Center

- Recent transfers include: Employment Securities Commission, Department of Securities, State Auditor and Inspector, Corporation Commission, and the Attorney General.
- Staff have started conducting the annual inventory of the Records Center.
- Staff are repacking boxes of weeded books from ODL's library collection to be sent to the Internet Archive for digitization and eventual inclusion on the Internet Archive's site.

Annex

- Johnson Controls completed annual heater service on the Annex to prepare for winter.
- Staff are facilitating Department of Transportation employees in removing oversized maps.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Records Disposition Authorization **2022-01**

*** January 20, 2022 ***

Summary

Agency requests approval for the destruction of damaged records.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Records Disposition Authorization **2022-01**

*** January 20, 2022 ***

The Oklahoma Department of Corrections requests authorization for the destruction of the records listed below.

The records relate to the William S. Key Correctional Center and were stored onsite at that facility. The records have been damaged by water, dust, bugs, and crushing damage.

The agency has determined that there are no pending audit or legal matters related to these records.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Records Disposition Authorization **2022-01**

* January 20, 2022 *

Schedule or RDA Number	Series Number	Series Title	Inclusive Dates of Records	No. of Cubic Feet/Boxes	Minimum Retention
81-14	1-7	Serious Incident Review Files	2017	2	5 years
81-14	4-16	Inmate Trust Fund Files	2018-2020	2	7 years
81-14	4-17	Receipts for Canteen Purchases	2016-2019	22	7 years
81-14	5-3	Count Sheets	2017-2021	61	5 years
81-14	6-3	Field Jackets - Confidential Records	Records created prior to 10/2010	3	Permanent
88-13	1-8B	Canteen Board	Records created prior to 2011	4	Permanent
88-13	3-38	Contraband Records	Records created prior to 2019	30	3 years, then transfer
88-13	5-7	Security Files	2019	4	3 years
88-13	6-6	Contraband Records	2016-2018	3	3 years, then transfer
89-04	1-10	Approved Cell Changes Lists/Movements	2014-2019	6	Field File
89-04	1-13	Inspections	2017	1	5 years
89-04	1-25	Housing Rosters	Records created prior to 2016	10	Permanent
89-04	1-34	Correspondence	2019	1	3 years
89-04	6-1	Inmate Employment Records	2011	1	Field Files
89-04	6-2	Inmate Grievance	Records created prior to 10/2019	14	Field Files
89-04	6-8	Restrictive Housing Orders	Records created prior to 10/2019	20	Field Files
GRDS	2-60	Meter Postage Receipts	2021	1	1 year, after audits
GRDS	3-10	Employee Performance Appraisal Records	2005	1	Personnel File
				186	

DEPARTMENT OF CORRECTIONS
Records Disposition Authorization **2022-01**

*** January 20, 2022 ***

The following series are included in this request.

Schedule 81-14

1-7 Serious Incident Review Files

Description: File contains internal reviews conducted by department staff to ascertain the causes of serious incidents at correctional facilities. Such incidents include fights, vandalism, stabbings, disciplinary actions that resulted in injuries or deaths, and various disturbances. Upon completion of the review, the file is forwarded to the Administrator of Internal Affairs. A copy is maintained at the facility.

Disposition: Retain in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

Accounting Office

4-16 Inmate Trust Fund Files Confidential Record 51 O.S. 24A.5(2)

Description: These records pertain to inmate trust funds at all facilities and community corrections centers. The files include trust fund ledger cards and inmate disbursement requests (requests for money).

Disposition: Retain in office seven (7) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.

4-17 Receipts for Canteen Purchases

Description: File consists of receipts for purchases made by inmates from facility canteens.

Disposition: Retain in office seven (7) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.

DEPARTMENT OF CORRECTIONS
Records Disposition Authorization **2022-01**

*** January 20, 2022 ***

Schedule 81-14

Planning and Research

5-3 **Count Sheets**

Description: Reports giving detail and breakdown of population of institutions and community centers. These are sent to department heads.

Disposition: Retain count sheets in office. Weed printouts containing information from each facility after five (5) years and destroy.

Offender Records

6-3 **Field Jackets (1974-) (Essential Record) Confidential Record**

Description: Files are initiated for all correctional clients when they enter the system, both those who are being supervised or incarcerated by the Department of Corrections and those who are not. Files are maintained by the applicable districts, institutions, and community training centers and follow individual clients as they progress through the correctional system. Files contain all documents relating to incarceration and supervision, including court records, rap sheets, photographs, arrest warrants, restitution schedules, and pardon and parole requirements.

Disposition: Retain in office permanently.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Records Disposition Authorization **2022-01**

*** January 20, 2022 ***

Schedule 88-13

Administration/Administrative Records

1-8B **Canteen Board** (Record Copy)

Description: Minutes of the meetings of the Canteen Board for each CTC.

Disposition: Retain official copy in office two (2) years, then transfer to State Archives for permanent preservation. Retain remaining copies in office until no longer required for administrative purposes, then destroy

Administration/Resident Records

3-38 **Contraband Records** (Record Copy) Confidential Record

Description: Record of "contraband" items taken from residents and subsequently destroyed by Center staff members. Reports list dates of seizures, descriptions of contraband items, and disposal methods. Where applicable, a copy of OSBI "Record of Drugs to be destroyed" is also included in the files.

Disposition: Retain in office three (3) years, then transfer to DOC Security Section.

Chief of Security

5-7 **Security Files** (Record Copy)

Description: Memoranda detailing specific security measures taken for certain residents. Data includes resident names, justifications for the action taken, and details of the actions.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided that no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Records Disposition Authorization **2022-01**

*** January 20, 2022 ***

Schedule 88-13

Correctional Officer Files

6-6	Contraband Records (Record Copy) Confidential Record
Description:	Record of "contraband" items taken from inmates and subsequently destroyed by Center staff members. Reports list dates of seizures, descriptions of contraband items, and disposal methods. Where applicable, a copy of OSBI "Record of Drugs to be Destroyed" is also included in the files.
Disposition:	Retain in office three (3) years, then transfer to DOC Security Section.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Records Disposition Authorization **2022-01**

*** January 20, 2022 ***

Schedule 89-04

Administration/Administrative Records

1-10 Approved Cell Changes Lists/Movements

Description: List of inmates to be moved from one cell to another.

Disposition: File is applicable Field File (Schedule 81-14, Series 6-3).

1-13 Inspections

Description: Records of fire and safety inspections and related documentation.

Disposition: Retain in office five (5) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-25 Housing Rosters (Record Copy)

Description: Roster of current population by racial breakdown per unit per pod.

Disposition: Retain in office five (5) years, then transfer to the State Archives, with authority to weed, for permanent preservation.

1-34 Correspondence

Description: Incoming and copies of outgoing correspondence related to administrative matters, including canteens, law library operations, and general maintenance.

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials three (3) or more years old no longer required for administrative purposes.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Records Disposition Authorization **2022-01**

*** January 20, 2022 ***

Schedule 89-04

Inmate Records

6-1 Inmate Employment Records

Description: Copies of work records; job assignments; promotions etc.

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

6-2 Inmate Grievance

Description: Grievances filed by inmates and responses from wardens or other prison control personnel.

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

6-8 Restrictive Housing Orders

Description: Copy of restrictive housing orders.

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Records Disposition Authorization **2022-01**

*** January 20, 2022 ***

General Records Disposition Schedule for State Agencies, Boards, and Commissions

Financial Records

2-60 Meter Postage Receipts

Description: U.S. Postal Service PS Form 3603, Receipt for Postage Meter Setting. Agency copy is the state office of record copy.

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after the exhaustion of all legal remedies.

3-10 Employee Performance Appraisal Records

Description: Employment Performance Appraisal forms or equivalent used to evaluate employees work performance. Agency copy is the state office of record copy.

Disposition: Retain in office and file in Personnel Records of Permanent State Employees (Active), Series 3-1A.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA DEPARTMENT OF TRANSPORTATION

Records Disposition Authorization 2022-02

*** January 20, 2022 ***

Summary

The Oklahoma Department of Transportation requests approval for the destruction of the described records.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA DEPARTMENT OF TRANSPORTATION

Records Disposition Authorization 2022-02

* January 20, 2022 *

The Oklahoma Department of Transportation requests authorization for the immediate destruction of the following records:

LPA (Local Project Acquisition) Utility Relocation Files

Dates Included: January 1, 1965 – January 1, 2018

Volume: Approximately 100 cubic feet

This records series was deleted at the October 21, 2021 meeting of the Archives and Records Commission. Since that time, the agency has discovered records that were not previously destroyed in accordance with the disposition.

Until the series was deleted, Records Disposition Schedule 88-03 for the Oklahoma Department of Transportation provided the following description and retention period:

10-2 **LPA (Local Project Acquisition) Utility Relocation Files**

Description: Records consist of LPA utility relocation files which contain correspondence, proposals, contracts, and relocation drawings in connection with highway construction.

Volume: 6 cubic feet per year

Disposition: Retain in office until three (3) years after project is let, then destroy.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule **88-03**

*** January 20, 2022 ***

Summary

- 8-1 Agency requests series be amended.
- 8-2 Agency requests series be deleted. This record is no longer created. There is no backlog of records.
- 8-3 Agency requests series be deleted. This record is no longer created. There is no backlog of records.
- 8-4 Agency requests series be deleted. This division does not maintain the records. There is no backlog of records.
- 8-5 Agency requests series be amended.
- 8-6 Agency requests series be deleted. This record is no longer created. There is no backlog of records.
- 8-7 Agency requests series be deleted. This record is no longer created. There is no backlog of records.
- 8-9 Agency requests series be amended.
- 8-10 Agency requests series be amended.
- 8-11 Agency requests series be deleted. This record is no longer created. There is no backlog of records.
- 8-12 Agency requests series be deleted. This record is no longer created. There is no backlog of records.
- 8-13 Agency requests series be amended and transferred to series 17-63.
- 8-14 Agency requests series be deleted. This record is no longer created. There is no backlog of records.
- 8-15 Agency requests series be added to its schedule.
- 11-1 Agency requests series be deleted. This record is no longer created. There is no backlog of records.
- 11-4 Agency requests series be amended.
- 11-7 Agency requests series be amended.
- 11-9 Agency requests series be deleted. This division does not maintain the records. There is no backlog of records.
- 11-16 Agency requests series be deleted. This division does not maintain the records. There is no backlog of records.
- 17-63 Agency requests series be transferred from series 8-13.
- 18-5 Agency requests series be amended.
- 18-6 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule **88-03**

*** January 20, 2022 ***

- 18-7 Agency requests series be deleted. This record is no longer created. There is no backlog of records.
- 18-8 Agency requests series be deleted. These records are included in series 18-5.
- 18-9 Agency requests series be amended.
- 18-10 Agency requests series be deleted. These records are included in series 18-5.
- 18-11 Agency requests series be deleted. These records are included in series 18-5.
- 18-12 Agency requests series be amended.
- 29-19 Agency requests series be amended.
- 29-26 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule **88-03**

* January 20, 2022 *

Local Government Division

8-1 **Federal Aid Urban System (FM Form 120 Rev.)** (Record Copy) (Essential Record 67 O.S., §203(e))

Description: Records consist of city resolutions, general and technical correspondence, ~~and~~ project agreements, applications, preliminary plans, contracts, and any other project related documents for projects using Federal Aid Urban System (FAUS) Funds. Examples may include Surface Transportation Black Grant (STBG) and Association of Central Oklahoma Governments (ACOG)/Indian Nations Council of Governments (INCOG) projects.

Volume: one (1) cubic foot per year

Disposition: Retain record copy ~~in office~~ until bid is awarded, then transfer to the Federal Aid Division (Schedule 81-06, Series 1-12). Retain convenience copies in office ~~one (1) year~~ five (5) years after letting, then destroy.

8-2 ~~**Rural Secondary Roads File** (Record Copy) (Essential Record 67 O.S., §203(e))~~

Description: ~~Records consist of programming documents, county resolutions, and correspondence connected with the building of secondary roads.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: ~~Retain record copy in office until bid is awarded, then transfer to the Federal Aid Division (Schedule 81-06, Series 1-12). Retain convenience copies in office one (1) year, then destroy.~~
Delete from schedule, January 20, 2022

8-3 ~~**County Bridge Program Files (DOT Form 60CB Nov.80)** (Record Copy) (Essential Record 67 O.S., §203(e))~~

Description: ~~File consists of request forms, program forms, maintenance agreements, and general correspondence relating to the construction of county bridges.~~

Volume: ~~2 cubic feet per year~~

Description: ~~Retain record copy in office until bid is awarded, then transfer to the Federal Aid Division (Schedule 81-06, Series 1-12). Retain convenience copies in office one (1) year, then destroy.~~
Delete from schedule, January 20, 2022

ARCHIVES AND RECORDS COMMISSION
DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

* January 20, 2022 *

Local Government Division

8-4 **Load Posting for Bridges (BRO-NBIX)**

Description: ~~Files consist of agreements, Resolution with Counties, 113 Form Resolutions, A-68 forms, contracts, maps, and 324 Claim pending Federal aid Project Agreement (PR-2). The Comptroller's Division is the office of record (Schedules 79-09 and 79-10).~~

Volume: 2 cubic feet per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~
Delete from schedule, January 20, 2022

8-5 **Local Government Contract Files (Essential Record)**

Description: Files consist of contracts with consultants, progressive payment estimates and claims, general correspondence, and reference materials.

Volume: two (2) cubic feet per year

Disposition: Retain copy in office until completion of project, then destroy microfilm. ~~Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.~~

8-6 **County Road Fund Engineering File**

Description: ~~Files consist of Form 118 Resolution for Engineering, engineering contract, and pink copy of 324A Claim. The Comptroller's Division is the state office of record (Schedules 79-09 and 79-10).~~

Volume: 2 cubic feet per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~
Delete from schedule, January 20, 2022

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule **88-03**

* January 20, 2022 *

Local Government Division

8-7 ~~**BRO-C (Bridge Replacement) and BRS-C Files (Bridge Replacement, Secondary**~~ (Record Copy) ~~(Essential Record 67 O.S., §203(e))~~

Description: ~~File consists of (1) Resolution by County, (2) Programming Form, (3) Engineering Contract, (4) Maintenance Agreement, (5) Matching Funds request form, and (6) General Correspondence relating to bridge replacements.~~

Volume: ~~3 cubic feet per year~~

Disposition: ~~Retain record copy in office until bid is awarded, then transfer to the Federal Aid Division (Schedule 81-06, Series 1-12). Retain convenience copies in office one (1) year, then destroy.~~
Delete from schedule, January 20, 2022

8-9 **Lake and Industrial Access** (Record Copy) (Essential Record 67 O.S., §203(e))

Description: Files consist of records for projects funded with Lake or Industrial Access Funds. The files contain Access Road Agreements (original), copy of claim, Agenda Item, detailed project estimate, and correspondence.

Volume: one (1) cubic foot per year

Disposition: Retain record copy in office until bid is awarded, then transfer to the Federal Aid Division (Schedule 81-06, Series 1-12). Retain convenience copies in office five (5) years after letting ~~one (1) year~~, then destroy.

8-10 **County General Files**

Description: Files consist of correspondence, ~~clippings~~, and general information from counties. Traffic Engineering is the agency office of record, Series 17-8.

Volume: less than one (1) cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

* January 20, 2022 *

Local Government Division

8-11 ~~County Road Fund Files~~ (Essential Record)

Description: ~~Files consist of county road fund resolution programming a county road fund project, a copy of the claim, and a resolution requesting payment.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: ~~Retain in office until completion of project, then microfilm. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.~~

Delete from schedule, January 20, 2022

8-12 ~~County Road Improvement Revolving Program~~ (Record Copy) (Essential Record ~~67 O.S., §203(e)~~)

Description: ~~Files consist of resolutions from the Boards of County Commissioners requesting specific projects and engineering contracts between the county and consulting engineers which must be approved by the Director of the Oklahoma Department of Transportation. Incoming and copies of outgoing correspondence is also included.~~

Volume: ~~2 cubic feet per year~~

Disposition: ~~Retain record copy in office until bid is awarded, then transfer to the Federal Aid Division (Schedule 81-06, Series 1-12). Retain convenience copies in office one (1) year, then destroy.~~

Delete from schedule, January 20, 2022

8-13 **Traffic Signal Project** (Record Copy) (Essential Record 67 O.S., §203(e))

Description: Files consist of accident and injury reports, plan sheets, and ~~incoming and copies of outgoing~~ correspondence.

Volume: four (4) cubic feet per year

Disposition: Retain record copy in office until bid is awarded, then transfer to the Federal Aid Division (Schedule 81-06, Series 1-12). Retain convenience copies in office one (1) year, then destroy.

Amend and transfer to series 17-63, January 20, 2022

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

* January 20, 2022 *

Local Government Division

8-14 **Reading Files**

Description: ~~Chronological file of incoming and copies of outgoing correspondence of the Local Government Division.~~

Volume: ~~10 cubic feet per year~~

Disposition: ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials as well as substantive records three (3) or more years old no longer required for administrative purposes.~~
Delete from schedule, January 20, 2022

8-15 **Small Cities Fund & County Improvements for Roads and Bridges (CIRB)/Transportation Alternatives Program (TAP) Programs**

Description: Files consist of programming resolutions, applications, requests, contracts, claims, environmental documents, preliminary plans, correspondence, and any other project related documents.

Disposition: Retain copy for five (5) years after letting, then destroy.
Add to schedule, January 20, 2022

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

* January 20, 2022 *

Operations Review and Evaluation Division

11-1 **Cash on Hand Statement**

Description: ~~Records consist of a statement of cash on hand in the Reproduction Branch Petty Cash Fund. The audit is conducted by State Auditor and Inspector's Office and Operations Review and Evaluation Division auditors.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: ~~Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.~~
Delete from schedule, January 20, 2022

11-4 **External Audit Branch "Audit Unit-Time Analysis"**

Description: This record is used to summarize the activity of the external auditor such as time spent on each project, holiday, vacation, sick time and miscellaneous time.

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office one (1) year, then destroy.

11-7 **Internal Review - Current Audit File (aka Current File)**

Description: Records consist of compilations of audit workpapers and data for an individual audit. The file includes: audit report, action letter, reviewer's notes, index, conference notes, assignment, engagement letter, audit program, preliminary work, work of others, evaluation, tests performed (bulk of file), and findings and recommendations.

Volume: thirteen (13) cubic feet per year

Disposition: Retain in office ten (10) years, then destroy microfilm typed audit, typed responses, and typed rebuttal. ~~Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.~~

ARCHIVES AND RECORDS COMMISSION
DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule **88-03**

*** January 20, 2022 ***

Operations Review and Evaluation Division

11-9 Listing of Depreciable Equipment Not Used During Last 12 Months

~~Description: Records consist of a listing of equipment assigned to the Division based on less than minimum utilization during last twelve (12) month period.~~

~~Volume: less than 1 cubic foot per year~~

~~Disposition: Retain in office one (1) year, then destroy.
Delete from schedule, January 20, 2022~~

11-16 Record of Equipment (DOT Form 72-B) (Record Copy)

~~Description: Computer generated files consisting of records of equipment and furniture owned by the Agency.~~

~~Volume: 3 cubic feet per year~~

~~Disposition: Retain in office and destroy individual records five (5) years after applicable equipment has been sold, surplused, or otherwise disposed of provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.
Delete from schedule, January 20, 2022~~

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule **88-03**

* January 20, 2022 *

Traffic Engineering

17-63 **Traffic Signal Project** (Record Copy) (Essential Record 67 O.S., §203(e))

Description: Files consist of accident and injury reports, plan sheets, and correspondence.

Volume: four (4) cubic feet per year

Disposition: Retain record copy in office until bid is awarded, then transfer to the Federal Aid Division (Schedule 81-06, Series 1-12). Retain convenience copies in office one (1) year, then destroy.
Transfer from series 8-13, January 20, 2022

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule **88-03**

* January 20, 2022 *

Survey Division

18-5 **Survey Division Correspondence**

Description: ~~Incoming and copies of outgoing~~ correspondence and memoranda pertaining to the Survey Division.

Volume: ~~less than 1 cubic foot per year~~

Disposition: ~~Retain in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials three (3) or more years old~~ until no longer required for administrative purposes, then destroy.

18-6 **Equipment**

Description: Records of all Survey Division depreciable equipment including correspondence, purchase orders, repair claims, etc., all of which is a history of each piece of equipment. File also includes information on laws, vehicle accidents, vehicle rental rates and equipment safety.

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office until equipment is sold, surplus, or otherwise disposed of, then destroy.

18-7 **Education**

Description: ~~Instructions and memoranda on available college courses, seminars, and management courses which pertain to state employees.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~
Delete from schedule, January 20, 2022

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule 88-03

* January 20, 2022 *

Survey Division

18-8 ~~State and Local Government Agencies~~

~~Description: Incoming and copies of outgoing correspondence to and from various state agencies.~~

~~Volume: less than 1 cubic foot per year~~

~~Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials three (3) or more years old no longer required for administrative purposes.
Delete from schedule, January 20, 2022~~

18-9 **Highway Studies**

Description: Copies of studies of various highways throughout the state which involve other state agencies.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

18-10 ~~Oklahoma Department of Transportation (Internal Communications)~~

~~Description: Copies of rules and regulations of agency, operational memoranda, and memoranda to and from other departments within the agency.~~

~~Volume: less than 1 cubic foot per year~~

~~Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Delete from schedule, January 20, 2022~~

ARCHIVES AND RECORDS COMMISSION
DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule **88-03**

*** January 20, 2022 ***

Survey Division

18-11 **U. S. Government Agencies**

Description: ~~Correspondence to and from FHWA, OSHA, USC&GS, USGS, etc., which is essential to the everyday business of the Survey Division and includes information on survey control throughout the State.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: ~~Retain in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials five (5) or more years old no longer required for administrative purposes.~~
Delete from schedule, January 20, 2022

18-12 **Survey Work Order Files (Essential Record)**

Description: ~~Correspondence to and from field personnel and Central Office and correspondence to and from other departments within the agency. All information constitutes A complete history of each survey, which may include but is not limited to, correspondence between field personnel and agencies; reports; and data lists.~~

Volume: ~~2 cubic feet per year~~

Disposition: ~~Retain permanently in office and microfilm on an as needed basis. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.~~

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF TRANSPORTATION
Amendments to Records Disposition Schedule **88-03**

*** January 20, 2022 ***

Office Engineer Division

29-19 **Plans for Highways**

Description: Plans for current projects on monthly bid openings. ~~Reproduction Office~~ Services Division is the agency office of record, Series 4-6.

Volume: six (6) cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

29-26 **File Plans**

Description: Signed copy of plans for construction projects.

Volume: less than one (1) cubic foot per year

Disposition: Retain original linens in DOT ~~Reproduction Office~~ Services Division. Retain copies in office five (5) years after project is completed and after closing out of file, then destroy.

ARCHIVES AND RECORDS COMMISSION

REAL ESTATE COMMISSION
Amendments to Records Disposition Schedule **83-12**

*** January 20, 2022 ***

Summary

- 1-7 Agency request series be amended and transferred from series 1-8 and 1-9.
- 1-8 Agency requests series be amended and transferred to series 1-7.
- 1-9 Agency requests series be transferred to series 1-7.
- 4-15 Agency requests series be amended.
- 4-16 Agency requests series be amended.
- 4-22 Agency requests series be amended.
- 5-1 Agency requests series be amended.
- 5-3 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

REAL ESTATE COMMISSION
Amendments to Records Disposition Schedule 83-12

* January 20, 2022 *

Office of Executive Director

1-7 **Complaint Files (Active)**

Description: Narrative reports of investigative examiners; Commission orders; ~~original incoming and copies of outgoing letters~~ correspondence and memoranda; notes; completed complaint forms with copies of financial statements, contracts, petitions, court orders and other supporting legal or financial documentation; copies of notices of Commission hearings; applicant and instructor investigations and other records pertaining to specific complaints alleging regulatory violations by agent, brokers, sales associates or others dealing in real estate, to preliminary investigations of complaints, to preliminary or formal hearings on complaints, and to Commission disposition of complaints. This file may also include transcripts of Commission hearings concerning formal complaints, prepared from court reporter's records upon Commission request.

Volume: eleven (11) cubic feet per year

Disposition: Retain in office ~~until~~ five (5) years after dismissal or final disposition by Commission ~~and then transfer to Series 1-8, then destroy~~, provided no legal actions are pending. If legal action is pending, ~~transfer~~ destroy two (2) years after exhaustion of all legal remedies.
Amend and transfer from series 1-8 and 1-9, January 20, 2022

1-8 **Complaint Files (Closed)**

Description: ~~Records as in Series 1-7, but pertaining to complaints dismissed or on which final actions has been taken by Commission and by courts.~~

Disposition: ~~Retain in office ten (10) years after dismissal or final action of complaint, then destroy.~~
Retain in office five (5) years after dismissal or final disposition by Commission then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.
Amend and transfer to series 1-7, January 20, 2022

1-9 **Transcripts**

Description: ~~Typewritten transcripts of Commission hearings concerning formal complaints, prepared from court reporter's records upon Commission request. Complaint Files (Active), (Series 1-7) and Complaint Files (Inactive), (Series 1-8) are the agency offices of record.~~

Disposition: ~~Retain in office five (5) years, then destroy.~~
Transfer to series 1-7, January 20, 2022

ARCHIVES AND RECORDS COMMISSION

REAL ESTATE COMMISSION
Amendments to Records Disposition Schedule **83-12**

*** January 20, 2022 ***

Office of Examinations and Education

4-15 Seminars for Continuing Education

Description: Occasional listing of scheduled workshops or seminars, indicating, for each, scheduled date and hours, type of workshop or seminar, place, and name of instructor; with related notes, correspondence, agenda, and registration forms and evaluation reports completed by participants.

Disposition: Retain in office ~~seven (7)~~ five (5) years, then destroy.

4-16 Continuing Education Licensees Attendance List

Description: File includes a record of all continuing education classes, including the name of the instructor, name of the school, course code, number of hours, and a record of all licensees that attended.

Disposition: Retain in office ~~seven (7)~~ five (5) years, then destroy.

4-22 Continuing Education Certification of Attendance

Description: Documents supplied by Licensees for proof of continuing education requirements.

Disposition: Retain in office ~~seven (7)~~ five (5) years, then destroy.

REAL ESTATE COMMISSION
Amendments to Records Disposition Schedule **83-12**

*** January 20, 2022 ***

Office of Records Administrator

5-1 License Files (Current Year)

Description: Applications (Series 4-1), renewal notices, brokers' signed releases of sales associates, notices of changes of address and other completed printed forms, with ~~incoming and copies of outgoing related~~ correspondence and other records pertaining to licensed real estate corporations, partnerships, and branch offices and to individual licensed brokers and sales associates. Included are records pertaining to licenses lapsed, suspended or revoked deceased individual brokers or sales associates as well as active licenses.

Disposition: ~~Retain in office and transfer records to an electronic format. Destroy hard copy documents upon verification that all records have been successfully entered into electronic format.~~ Retain for ~~twenty five (25)~~ five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.

5-3 Lapsed and Unlicensed Files

Description: Holding file of records received from persons or firms for which no file exists in Series 5-1, either because person or firm was never licensed or because license had lapsed in and had not been reinstated in preceding twelve (12) months accumulation period for Series 5-1.

Disposition: Retain in office ~~ten (10)~~ five (5) years from lapse date, then destroy, provided no legal actions are pending. If legal actions are pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

STATE REGENTS FOR HIGHER EDUCATION

Amendments to Records Disposition Schedule **90-03**

*** January 20, 2022 ***

Summary

- 1-16 Agency requests series be amended.
- 1-17 Agency requests series be amended.
- 13-9 Agency requests series be added to its schedule.

ARCHIVES AND RECORDS COMMISSION

STATE REGENTS FOR HIGHER EDUCATION

Amendments to Records Disposition Schedule 90-03

* January 20, 2022 *

Administrative Records

1-16 **Grant Applications** (Record Copy)

Description: File contains copies of grant applications submitted by the Oklahoma State Regents to public and private funding sources.

Volume: less than 1 cubic foot per year

Disposition: ~~Transfer successful proposals to Grant Files (Series 1-17). and transfer unsuccessful applications to the State Records Center when no longer required for administrative purposes. Destroy records when they become seven (7) years old provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and~~ Retain unsuccessful applications in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

1-17 **Grant Files** (Record Copy)

Description: ~~Files pertain to grant applications that were funded by public and private sources and contain copies of applications, required narrative and financial reports, guidelines for recipients, correspondence, and other records.~~ Files pertaining to funded federal and foundation grant initiatives, including grants received and given by OSRHE, pass-through funds, or discretionary funds. Files may contain copies of funded grant applications from federal or private grants, including required attachments, contracts, letters of award, internal OSRHE grant approval forms, related correspondence, and other records. File may also contain copies of grants given to outside entities by OSRHE as subrecipients of pass-through or discretionary funding, including applications, required attachments, contracts, letters of award, related correspondence, and other records.

Disposition: ~~Retain in office and transfer records pertaining individual grants to the State Archives, with authority to weed, for permanent preservation five (5) years after submission of final narrative and financial reports provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending transfer two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~ Retain in office permanently.

ARCHIVES AND RECORDS COMMISSION

STATE REGENTS FOR HIGHER EDUCATION

Amendments to Records Disposition Schedule 90-03

* January 20, 2022 *

Oklahoma Tuition Aid Grant

13-9 **Oklahoma Gaining Early Awareness and Readiness for Undergraduate Programs (GEARUP)**

Description: File contains information regarding federal application, award certification, and disbursement process for K-12 schools identified in the federal project. The files include application submitted, the grant award notification and identified partners as listed in the federal application.

Volume: Less than one (1) cubic foot per year

Disposition: Retain in office permanently.
Add to schedule, January 20, 2022

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF ENVIRONMENTAL QUALITY

Amendments to Records Disposition Schedule **94-09**

*** January 20, 2022 ***

Summary

- 12-1 Agency requests series be amended to include series 12-2 through 12-17.
- 12-2 Agency requests series be transferred to series 12-1.
- 12-3 Agency requests series be transferred to series 12-1.
- 12-4 Agency requests series be transferred to series 12-1.
- 12-5 Agency requests series be transferred to series 12-1.
- 12-6 Agency requests series be transferred to series 12-1.
- 12-7 Agency requests series be transferred to series 12-1.
- 12-8 Agency requests series be transferred to series 12-1.
- 12-9 Agency requests series be transferred to series 12-1.
- 12-10 Agency requests series be transferred to series 12-1.
- 12-11 Agency requests series be transferred to series 12-1.
- 12-12 Agency requests series be transferred to series 12-1.
- 12-13 Agency requests series be transferred to series 12-1.
- 12-14 Agency requests series be transferred to series 12-1.
- 12-15 Agency requests series be transferred to series 12-1.
- 12-16 Agency requests series be transferred to series 12-1.
- 12-17 Agency requests series be transferred to series 12-1.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF ENVIRONMENTAL QUALITY

Amendments to Records Disposition Schedule 94-09

* January 20, 2022 *

Air Quality Division-New & Existing Source Permit Sections

12-1 **Tier III Public Notice of Proposed Permit 20 Day Notice Air Quality Permits**

Description: ~~Form used by permit applicants to post notices in local newspapers (local to site) indicating they have applied to obtain operating permits from DEQ, with intent to begin operations within 20 days.~~
Air Quality permit applications, registrations, permit and permit authorizations, public notices, and all other permit correspondence and supporting documents.

Volume: less than 1 cubic foot per year

Disposition: Retain in office permanently.
Transfer from series 12-2 through 12-17, January 20, 2022

12-2 **Tier II or III Public Notice of Draft Permit**

Description: ~~Form completed by permit applicants who send draft permits to public review.~~

Volume: less than 1 cubic foot per year

Disposition: Retain in office permanently.
Transfer to series 12-1, January 20, 2022

12-3 **Tier III Applications Public Notice of Filing**

Description: ~~Form completed by Tier III permit applicants who send permit applications to newspapers for public view.~~

Volume: less than 1 cubic foot per year

Disposition: Retain in office permanently.
Transfer to series 12-1, January 20, 2022

12-4 **Tier II Applications Public Notice of Filing**

Description: ~~Form completed by Tier II permit applicants who send permit applications to newspapers for public view.~~

Volume: less than 1 cubic foot per year

Disposition: Retain in office permanently.
Transfer to series 12-1, January 20, 2022

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF ENVIRONMENTAL QUALITY

Amendments to Records Disposition Schedule 94-09

* January 20, 2022 *

Air Quality Division-New & Existing Source Permit Sections

12-5 **Title V Applications for Title V Facilities**

Description: ~~Application forms submitted by owners and operators of stationary major sources wanting to obtain Title V permits.~~

Volume: ~~1 cubic foot per year~~

Disposition: Retain in office permanently.
Transfer to series 12-1, January 20, 2022

12-6 **Rock Crushers and Sand and Gravel Applications for Registration Under General Permit**

Description: ~~Application forms submitted by owners and operators of rock crushing facilities, or sand and gravel pits wanting minor source permits from DEQ.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office permanently.
Transfer to series 12-1, January 20, 2022

12-7 **Permit by Rule (PBR) Registration Form** 40 CFR Part 60, OAC 252:100-7-60

Description: ~~Registration forms completed by owners and operators to construct new facilities or to assume operation of existing facilities. Information includes names and addresses of applicants, types of proposed operations, and proposed start up dates. Registrants must qualify for available Permits by Rule.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office permanently.
Transfer to series 12-1, January 20, 2022

12-8 **Organic Liquid Storage Facility Permit Applications Under General Permit (GP) Registration**

Description: ~~Oklahoma Air Quality General Permit (GP) Applications submitted by persons wanting to construct or operate an Organic Liquid Storage (OLS) facility.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office permanently.
Transfer to series 12-1, January 20, 2022

DEPARTMENT OF ENVIRONMENTAL QUALITY

Amendments to Records Disposition Schedule 94-09

* January 20, 2022 *

Air Quality Division-New & Existing Source Permit Sections

12-9 **Oil and Gas General Permit (GP) Applications for Registration**

Description: ~~Applications submitted by persons wanting a General Operating Permit to operate crude petroleum or natural gas facilities.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office permanently.
Transfer to series 12-1, January 20, 2022

12-10 **Natural Gas Compressor Station Applications for Minor Sources (Tier I)**

Description: ~~Applications submitted by persons wanting to operate natural gas compressor stations. These are minor source, Tier I applications.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office permanently.
Transfer to series 12-1, January 20, 2022

12-11 **Minor Source Relocation Applications**

Description: ~~Applications submitted by persons wanting to relocate a portable minor source.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office permanently.
Transfer to series 12-1, January 20, 2022

12-12 **Minor Source Applications for Generic Minor Sources**

Description: ~~Applications submitted by persons wanting to construct or modify existing minor and synthetic source facilities.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office permanently.
Transfer to series 12-1, January 20, 2022

DEPARTMENT OF ENVIRONMENTAL QUALITY

Amendments to Records Disposition Schedule 94-09

* January 20, 2022 *

Air Quality Division-New & Existing Source Permit Sections

12-13 **Dry Cleaner Facilities Registration Forms for All Sources**

~~Description: Registration forms submitted by persons wanting to operate a dry cleaning facility. The form is used by DEQ to determine if a permit is required for control devices and equipment. From this registration form, it is determined whether or not a permit is needed. If so, the individual fills out the General Permit Application (12-14). Forms for facilities needing a permit and those not needing a permit are kept initially in the same file. After an annual review they are sorted into dispositions A or B.~~

~~Volume: less than 1 cubic foot per year~~

~~Disposition:~~

~~A. Permit Required Or Denied Review records annually. For those records needing a permit, transfer to Dry Cleaner Minor Facility General Permit Applications, (Series 12-14). For those permits that are denied, transfer to Dry Cleaner Minor Facility General Permit Applications, (Series 12-14). If legal action is pending destroy two (2) years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~B. Permit Required Retain in office permanently.~~

Transfer to series 12-1, January 20, 2022

12-13 **Dry Cleaner Minor Facility General Permit Applications**

~~Description: Applications submitted by persons wanting to construct and/or operate a dry cleaning facility. All of these are issued a permit, as they have been determined to need one by the registration form (Series 12-13) prior to the application being submitted.~~

~~Volume: less than 1 cubic foot per year~~

~~Disposition: Retain in office permanently.~~

Transfer to series 12-1, January 20, 2022

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF ENVIRONMENTAL QUALITY

Amendments to Records Disposition Schedule 94-09

* January 20, 2022 *

Air Quality Division-New & Existing Source Permit Sections

12-15 **Compressor Station Certification Form for Facilities**

Description: ~~Form used to certify compressor stations.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office permanently.
Transfer to series 12-1, January 20, 2022

12-16 **Compliance Certification for Title V Major Sources**

Description: ~~Form used to certify compliance with Title V major sources.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office permanently.
Transfer to series 12-1, January 20, 2022

12-17 **Checklist for Non-Title V Applications for Minor Sources**

Description: ~~General checklist used by Air Quality to review Non-Title V applications.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: Retain in office permanently.
Transfer to series 12-1, January 20, 2022

ARCHIVES AND RECORDS COMMISSION

COMMISSIONERS OF THE LAND OFFICE
Amendments to Records Disposition Schedule **2015-04**

*** January 20, 2022 ***

Summary

2-4 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

COMMISSIONERS OF THE LAND OFFICE
Amendments to Records Disposition Schedule **2015-04**

*** January 20, 2022 ***

Royalty Compliance Division

2-4 **Audit File**

Description: Lease file audit sheet which includes CLO oil and gas lease number, legal description, well name, auditor who performed the audit, dates audit started, completed and time period covered, product audited, current lessee, total amount assessed, and amount of money received; and supporting documents, including outgoing correspondence and internal memoranda from ~~Audit~~ Royalty Compliance Division staff concerning lessees and payors.

Volume: less than one (1) cubic foot per year

Disposition: Retain in office ~~twenty (20)~~ five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

STATE UNIVERSITIES AND COLLEGES
Amendments to General Records Disposition Schedule

*** January 20, 2022 ***

Summary

- 11-20 The Oklahoma Department of Libraries requests series be added to the schedule.
- 11-21 The Oklahoma Department of Libraries requests series be added to the schedule.

ARCHIVES AND RECORDS COMMISSION

STATE UNIVERSITIES AND COLLEGES
Amendments to General Records Disposition Schedule

* January 20, 2022 *

Security

11-20 **Recordings from Mobile Devices – Incident Not Identified (Records subject to 51 O.S. § 24A.8)**

Description: File includes recordings created by law enforcement personnel with mobile devices in which the recording is not known to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result. This series includes all mobile recordings, regardless of where the recording device is mounted, such as body camera (device worn by officer) or dash camera (device mounted on a vehicle).

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Add to schedule, January 20, 2022

11-21 **Recordings from Mobile Devices – Incident Identified (Records subject to 51 O.S. § 24A.8)**

Description: File includes recordings created by law enforcement personnel with mobile devices in which the recording is known to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result. Examples might include: an officer involved shooting, use of lethal force, incidents resulting in medical treatment, or incidents identified for preservation by the district attorney. This series includes all mobile recordings, regardless of where the recording device is mounted, such as body camera (device worn by officer) or dash camera (device mounted on a vehicle).

Disposition: Retain until the matter is resolved, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.
Add to schedule, January 20, 2022