

**Archives and Records Commission
Minutes
July 22, 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
Ashley Crall	Proxy for Lt. Governor
Connie Taylor	Proxy for State Treasurer

Members absent were:

Ruthie Chicoine	Proxy for State Auditor
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Also present were:

Ashton Poarch	Office of the Attorney General
Jan Davis	Department of Libraries
Holly Hasenfratz	Department of Libraries
Alyssa Vaughn	Department of Libraries
Ryan Freeman-Smith	Oklahoma Health Care Authority
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 July 8, 2021. The agenda was also posted on the agency's website on July 8, 2021.

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

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

Crall	aye
Kellogg	aye
Taylor	aye
Willard	aye

Consideration of Requests:

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.

Crall	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 89-01, Employment Security Commission

The Employment Security Commission requested Records Disposition Schedule 89-01 be amended.

Approval of the Amendment to Records Disposition Schedule 89-01 was moved by Crall and seconded by Kellogg.

Crall	aye
Kellogg	aye
Taylor	aye
Willard	aye

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

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

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

Crall	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 92-13, 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 Kellogg and seconded by Crall.

Crall	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 94-09, Department of Environmental Quality

The Department of Environmental Quality requested Records Disposition Schedule 94-09 be amended.

Approval of the Amendment to Records Disposition Schedule 94-09 was moved by Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Taylor	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 Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Taylor	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 Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 2003-02, Department of Health, Community and Family Health Services

The Department of Health requested Records Disposition Schedule 2003-02 be amended.

Approval of the Amendment to Records Disposition Schedule 2003-02 was moved by Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 2001-04, Department of Human Services, Adult and Family Services

Davis introduced Mary Gail Foster. The Department of Human Services requested Records Disposition Schedule 2001-04 be amended.

Approval of the Amendment to Records Disposition Schedule 2001-04 was moved by Crall and seconded by Kellogg.

Crall	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 2001-06, Department of Human Services, Child Support Services

The Department of Human Services requested Records Disposition Schedule 2001-06 be amended.

Approval of the Amendment to Records Disposition Schedule 2001-06 was moved by Crall and seconded by Kellogg.

Crall	aye
Kellogg	aye
Taylor	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 Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Taylor	aye
Willard	aye

Records Disposition Authorization 2021-05, Department of Libraries

The Department of Libraries requested Records Disposition Authorization 2021-05 be approved.

Approval of Records Disposition Authorization 2021-05 was moved by Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Taylor	aye
Willard	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:17 a.m.

Melody A. Kellogg

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