



Archives and Records Commission
Meeting Minutes, January 26, 2023

Call to Order:

Amber Smith called the meeting to order at 11:01 a.m.

Members present were:

Amber Smith	Chair
Natalie Currie	Vice Chair and Secretary
Mariah Carter	Proxy for Lt. Governor
Ruthie Chicoine	Proxy for State Auditor

Members absent were:

Kiran Nallayahgari	Proxy for State Treasurer
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Also present were:

John Settle	Office of the Attorney General
Jan Davis	Department of Libraries
Jennifer Green	Department of Libraries
Holly Hasenfratz	Department of Libraries
Alyssa Vaughn	Department of Libraries
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 January 13, 2023. The agenda was also posted on the agency's website on January 13, 2023.

Approval of Minutes of the Meeting of October 27, 2022:

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

Carter	aye
Currie	aye
Chicoine	aye

Smith aye

Consideration of Requests:

Amendment to Records Disposition Schedule 84-09, Tax Commission, Legal Division

The Oklahoma Tax Commission requested Records Disposition Schedule 84-09 be amended. Approval of the amendments to Records Disposition Schedule 84-09 was moved by Currie and seconded by Chicoine.

Carter aye
Currie aye
Chicoine aye
Smith aye

New Records Disposition Schedule 2023-01, Oklahoma Tax Commission, Legal Division

The Oklahoma Tax Commission requested new Records Disposition Schedule 2023-01 be created. Approval of the creation of Records Disposition Schedule 2023-01 was moved by Currie and seconded by Chicoine.

Carter aye
Currie aye
Chicoine aye
Smith aye

Amendment to Records Disposition Schedule 86-07, Department of Mental Health and Substance Abuse Services, Children's Recovery Center of Oklahoma

The Department of Mental Health and Substance Abuse Services requested Records Disposition Schedule 86-07 be amended. Approval of the amendments to Records Disposition Schedule 86-07 was moved by Currie and seconded by Smith.

Carter aye
Currie aye
Chicoine aye
Smith aye

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

The State Regents for Higher Education requested Records Disposition Schedule 90-03 be amended. Approval of the amendments to Records Disposition Schedule 90-03 was moved by Currie and seconded by Carter.

Carter	aye
Currie	aye
Chicoine	aye
Smith	aye

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

The Oklahoma Lottery Commission requested Records Disposition Schedule 2012-01 be amended. Approval of the amendments to Records Disposition Schedule 2012-01 was moved by Currie and seconded by Chicoine.

Carter	aye
Currie	aye
Chicoine	aye
Smith	aye

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

The Commissioners of the Land Office requested Records Disposition Schedule 2015-04 be amended. Approval of the amendments to Records Disposition Schedule 2015-04 was moved by Currie and seconded by Chicoine.

Carter	aye
Currie	aye
Chicoine	aye
Smith	aye

Amendment to Records Disposition Schedule 2005-03, Oklahoma Department of Human Services, Office of Civil Rights

Davis introduced Mary Gail Foster. The Department of Human Services requested Records Disposition Schedule 2005-03 be amended. Approval of the amendments to Records Disposition Schedule 2005-03 was moved by Chicoine and seconded by Currie.

Carter	aye
Currie	aye
Chicoine	aye
Smith	aye

Amendment to the General Records Disposition Schedule for State Agencies, Boards, and Commissions, Department of Libraries

The Department of Libraries requested the General Records Disposition Schedule for State Agencies, Boards, and Commissions be amended. Approval of the amendments to the General

Records Disposition Schedule for State Agencies, Boards, and Commissions was moved by Chicoine and seconded by Smith.

Carter	aye
Currie	abstain
Chicoine	aye
Smith	aye

Records Disposition Authorization 2023-01, Department of Libraries, Oklahoma Insurance Department

The Department of Libraries requested Records Disposition Authorization 2023-01 be approved. Approval of Records Disposition Authorization 2023-01 was moved by Chicoine and seconded by Carter.

Carter	aye
Currie	abstain
Chicoine	aye
Smith	aye

Records Disposition Authorization 2023-02, Department of Libraries, Office of the Chief Medical Examiner

The Department of Libraries requested Records Disposition Authorization 2023-02 be approved. Approval of Records Disposition Authorization 2023-02 was moved by Carter and seconded by Chicoine.

Carter	aye
Currie	abstain
Chicoine	aye
Smith	aye

Records Disposition Authorization 2023-03, Department of Libraries, Irene Van Sant Journals

The Department of Libraries requested Records Disposition Authorization 2023-03 be approved. Approval of Records Disposition Authorization 2023-03 was moved by Carter and seconded by Chicoine.

Carter	aye
Currie	abstain
Chicoine	aye
Smith	aye

Records Disposition Authorization 2023-04, Department of Libraries, Farm Security Administration

The Department of Libraries requested Records Disposition Authorization 2023-04 be approved. Approval of Records Disposition Authorization 2023-04 was moved by Carter and seconded by Chicoine.

Carter	aye
Currie	abstain
Chicoine	aye
Smith	aye

Records Disposition Authorization 2023-05, Department of Libraries, Office of War Information

The Department of Libraries requested Records Disposition Authorization 2023-05 be approved. Approval of Records Disposition Authorization 2023-05 was moved by Carter and seconded by Chicoine.

Carter	aye
Currie	abstain
Chicoine	aye
Smith	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 11:21 a.m.



Natalie Currie, Vice Chair and Secretary
Oklahoma Department of Libraries