

**Archives and Records Commission  
Minutes  
April 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
Ruthie Chicoine	Proxy for State Auditor
Kirby Smith	Proxy for Lt. Governor
Connie Taylor	Proxy for State Treasurer

**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
Earl Morrison	Council on Law Enforcement Education and Training
Janey Rowden	Council on Law Enforcement Education and Training
John Parker	Council on Law Enforcement Education and Training
Sydney Barrett	Department of Transportation
Sarah Penn	Department of Transportation
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 April 12, 2021. The agenda was also posted on the agency's website on April 12, 2021.

**Approval of Minutes of the Meeting of February 25, 2021:**

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

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

**Consideration of Requests:**

**Records Disposition Authorization 2021-03, Oklahoma Council on Law Enforcement Education and Training**

Davis introduced Janey Rowden and John Parker. The Oklahoma Council on Law Enforcement Education and Training requested Records Disposition Authorization 2021-03 be approved.

Approval of Records Disposition Authorization 2021-03 was moved by Taylor and seconded by Chicoine.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 81-06, Department of Transportation, Finance**

Davis introduced Sydney Barrett and Sarah Penn. The Department of Transportation requested Records Disposition Schedule 81-06 be amended.

Approval of the Amendment to Records Disposition Schedule 81-06 was moved by Kellogg and seconded by Smith.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	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 Taylor.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 2018-02, Department of Transportation**

The Department of Transportation requested Records Disposition Schedule 2018-02 be amended.

Approval of the Amendment to Records Disposition Schedule 2018-02 was moved by Smith and seconded by Chicoine.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 81-14, Department of Corrections**

The Department of Corrections requested Records Disposition Schedule 81-14 be amended.

Approval of the Amendment to Records Disposition Schedule 81-14 was moved by Kellogg and seconded by Chicoine.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 94-08, Oklahoma Police Pension and Retirement System**

The Oklahoma Police Pension and Retirement System requested Records Disposition Schedule 94-08 be amended.

Approval of the Amendment to Records Disposition Schedule 94-08 was moved by Smith and seconded by Chicoine.

Chicoine	aye
Kellogg	aye
Smith	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 Kellogg and seconded by Willard.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

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

Davis introduced Mary Gail Foster. 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 Smith and seconded by Chicoine.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 2001-01, Department of Human Services, Aging Services**

The Department of Human Services requested Records Disposition Schedule 2001-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2001-01 was moved by Kellogg and seconded by Smith.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 2020-04, Department of Human Services, Human Resources Management**

The Department of Human Services requested Records Disposition Schedule 2020-04 be amended.

Approval of the Amendment to Records Disposition Schedule 2020-04 was moved by Smith and seconded by Chicoine.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 82-19, Department of Libraries**

The Department of Libraries requested Records Disposition Schedule 82-19 be amended.

Approval of the Amendment to Records Disposition Schedule 82-19 was moved by Smith and seconded by Chicoine.

Chicoine	aye
Kellogg	abstain
Smith	aye

Taylor aye  
Willard aye

**Records Disposition Authorization 2021-02, Department of Libraries**

The Department of Libraries requested Records Disposition Authorization 2021-02 be approved.

Approval of Records Disposition Authorization 2021-02 was moved by Smith and seconded by Willard.

Chicoine aye  
Kellogg abstain  
Smith aye  
Taylor aye  
Willard aye

**Records Disposition Authorization 2021-04, Department of Libraries**

The Department of Libraries requested Records Disposition Authorization 2021-04 be approved.

Approval of Records Disposition Authorization 2021-04 was moved by Smith and seconded by Chicoine.


Chicoine aye  
Kellogg abstain  
Smith aye  
Taylor aye  
Willard aye

**New Business:**

No new business was conducted at this time.

**Adjournment:**

The meeting was adjourned at 10:20 a.m.

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