

**Archives and Records Commission  
Minutes  
January 25, 2018**

**Call to Order:**

Susan McVey called the meeting to order at 10:05 a.m.

**Members present were:**

Jordan Glover	Proxy for Lt. Governor
Susan McVey	Vice Chair and Secretary
Susan Nicewander	Proxy for State Treasurer
Nicole Willard	Chair

**Members absent were:**

Ruthie Chicoine	Proxy for State Auditor
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**Also present were:**

Jan Davis	Department of Libraries
Abby Dillsaver	Office of the Attorney General
Lauren Hammonds	Office of the Attorney General
Nels Rodefeld	Department of Wildlife
Teanne Rose	Board of Examiners of Psychologists
Vicki Sullivan	Department of Libraries
Rachel Rogers	Office of the Attorney General

**Posting of Meeting Agenda**

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on January 11, 2018. The agenda was also posted on the agency's website on January 11, 2018.

**Approval of Minutes of the Meeting of October 19, 2017:**

Approval of the Minutes was moved by Susan McVey and seconded by Susan Nicewander.

Glover	aye
McVey	aye
Nicewander	aye
Willard	aye

**Consideration of Requests:**

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

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

Approval of the Records Disposition Schedule 82-18 was moved by McVey and seconded by Glover.

Glover            aye  
McVey            aye  
Nicewander      aye  
Willard           aye

**Amendment to Records Disposition Schedule 82-24, Department of Labor**

The Department of Labor requested Records Disposition Schedule 82-24 be amended.

Approval of the Amendment to Records Disposition Schedules 82-24 was moved by Nicewander and seconded by McVey.

Glover            aye  
McVey            aye  
Nicewander      aye  
Willard           aye

**Amendment to Records Disposition Schedule 85-16, Office of the Attorney General**

Davis introduced Lauren Hammonds and Abby Dillsaver. The Office of the Attorney General requested Records Disposition Schedule 85-16 be amended. The agency requested three changes to the proposed amendments, including revised language for the disposition of series 1-3, revised language for series 5-10, and removing series 7-1 through 7-19 from consideration at this meeting.

Approval of the Amendment to Records Disposition Schedules 85-16, as amended for series 1-3, series 5-10, and removing series 7-1 through 7-19 from consideration, was moved by McVey and seconded by Nicewander.

Glover            aye  
McVey            aye  
Nicewander      aye  
Willard           aye

**Amendment to Records Disposition Schedule 98-03, State Board of Examiners of Psychologists**

Davis introduced Teanne Rose. The State Board of Examiners of Psychologists requested Records Disposition Schedule 98-03 be amended.

Approval of the Amendment to Records Disposition Schedules 98-03 was moved by Nicewander and seconded by Glover.

Glover            aye  
McVey            aye  
Nicewander      aye  
Willard           aye

**Amendment to Records Disposition Schedule 99-03, Northwest Center for Behavioral Health**

The Northwest Center for Behavioral Health requested Records Disposition Schedule 99-03 be amended. The Center requested that additional language be added to the Introduction of its schedule.

Approval of the Amendment to Records Disposition Schedules 99-03, including the additional language for the Introduction, was moved by McVey and seconded by Glover. Series 21-3 was tabled.

Glover            aye  
McVey            aye  
Nicewander      aye  
Willard           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 Amendment to the General Records Disposition Schedule for State Agencies, Boards, and Commissions was moved by McVey and seconded by Nicewander. McVey asked if refund forms apply to all agencies, and Davis said she will ask for clarification.

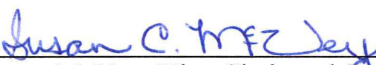
Glover	aye
McVey	aye
Nicewander	aye
Willard	aye

**New Business:**

No new business was conducted at this time.

**Adjournment:**

The meeting was adjourned at 10:43 a.m.

  
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Susan McVey, Vice Chair and Secretary  
Oklahoma Department of Libraries