

**Archives and Records Commission
Minutes
January 23, 2020**

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
Riley Jensen	Proxy for Lt. Governor
Connie Taylor	Proxy for State Treasurer

Members absent were:

Also present were:

Joe Ashbaker	Office of the Attorney General
Natalie Currie	Department of Libraries
Jan Davis	Department of Libraries
Holly Hasenfratz	Department of Libraries
Alyssa Vaughn	Department of Libraries
Mary Gail Foster	Department of Human Services
Amber Fox	Oklahoma Lottery Commission
Angel Icenhour	State Regents for Higher Education
Fariba Williams	State Regents for Higher Education
Jared Bellingar	State Regents for Higher Education
Tammy Reaves	Administrative Office of the Courts

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on January 8, 2020. The agenda was also posted on the agency's website on January 8, 2020.

Approval of Minutes of the Meeting of October 24, 2019:

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

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Consideration of Requests:

Records Disposition Authorization 2020-01, Department of Libraries and Corporation Commission

The Department of Libraries and Corporation Commission requested Records Disposition Authorization 2020-01 be approved.

Approval of Records Disposition Authorization 2020-01 was moved by Taylor and seconded by Chicoine.

Chicoine	aye
Jensen	aye
Kellogg	abstain
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 80-44, Oklahoma Supreme Court

Davis introduced Tammy Reaves. The Oklahoma Supreme Court requested Records Disposition Schedule 80-44 be amended. Kellogg noted an extra paragraph in the introduction. Davis stated it was included by mistake and would be removed.

Approval of the Amendment to Records Disposition Schedule 80-44, including the amendment requested at the meeting for the introduction, was moved by Willard and seconded by Kellogg.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

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

Davis introduced Fariba Williams, Angel Icenhour, and Jared Bellingar. The State Regents for Higher Education requested that Records Disposition Schedule 90-03 be amended. Davis stated the language describing the result of the motion, "transferred from series 7-21," was inadvertently left off series 7-24 and would be added to the schedule.

Approval of the Amendment to Records Disposition Schedule 90-03, including the amendment discussed at the meeting for series 7-24, was moved by Taylor and seconded by Willard.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 91-05, Department of Emergency Management

The Department of Emergency Management requested that Records Disposition Schedule 91-05 be amended. Davis stated the language describing the result of the motion, "delete from schedule, January 23, 2020," was inadvertently left off series 1-20 and would be added to the schedule.

Approval of the Amendment to Records Disposition Schedule 91-05, including the amendment discussed at the meeting for series 1-20, was moved by Kellogg and seconded by Chicoine.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

New Records Disposition Schedule 2020-01, Department of Emergency Management

The Department of Emergency Management requested new Records Disposition Schedule 2020-01 be created.

Approval of the creation of the new Records Disposition Schedule 2020-01 was moved by Kellogg and seconded by Jensen.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

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

Davis introduced Amber Fox. The Oklahoma Lottery Commission requested Records Disposition Schedule 2012-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2012-01 was moved by Jensen and seconded by Chicoine.

Chicoine	aye
Jensen	aye
Kellogg	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 Willard and seconded by Chicoine.

Chicoine	aye
Jensen	aye
Kellogg	abstain
Taylor	aye
Willard	aye

Records Disposition Authorization 2020-02, Department of Human Services

Davis introduced Mary Gail Foster. The Department of Human Services requested Records Disposition Authorization 2020-02 be approved.

Approval of Records Disposition Authorization 2020-02 was moved by Jensen and seconded by Chicoine.

Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	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 Chicoine and seconded by Willard.

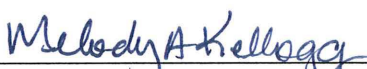
Chicoine	aye
Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:22 a.m.



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