

**Archives and Records Commission  
Minutes  
July 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
Riley Jensen	Proxy for Lt. Governor
Connie Taylor (joined at 10:06)	Proxy for State Treasurer

**Members absent were:**

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

Joe Ashbaker	Office of the Attorney General
Jan Davis	Department of Libraries
Natalie Currie	Department of Libraries
Holly Hasenfratz	Department of Libraries
Alyssa Vaughn	Department of Libraries
Mary Gail Foster	Department of Human Services
Fariba Williams	State Regents for Higher Education

**Posting of Meeting Agenda**

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on July 10, 2020. The agenda was also posted on the agency's website on July 10, 2020.

This meeting was conducted via Zoom under the new emergency provisions of the Open Meeting Act, as amended by SB 661 on Wednesday, March 18, 2020.

**Approval of Minutes of the Meeting of April 16, 2020:**

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

Jensen	aye
Kellogg	aye
Willard	aye

**Consideration of Requests:**

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

Davis introduced Fariba Williams. The State Regents for Higher Education requested Records Disposition Schedule 90-03 be amended.

Approval of the Amendment to Records Disposition Schedule 90-03 was moved by Kellogg and seconded by Jensen.

Jensen	aye
Kellogg	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 Jensen and seconded by Kellogg.

Jensen	aye
Kellogg	aye
Willard	aye

**Amendment to Records Disposition Schedule 87-05, Department of Human Services, Administration**

Davis introduced Mary Gail Foster. The Department of Human Services requested Records Disposition Schedule 87-05 be amended.

Approval of the Amendment to Records Disposition Schedule 87-05 was moved by Kellogg and seconded by Willard.

Jensen	aye
Kellogg	aye
Willard	aye

**Amendment to Records Disposition Schedule 98-02, Department of Human Services, Support Services**

The Department of Human Services requested Records Disposition Schedule 98-02 be amended.

Approval of the Amendment to Records Disposition Schedule 98-02 was moved by Kellogg and seconded by Willard.

Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

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

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

Approval of the creation of the new Records Disposition Schedule 2020-04 was moved by Jensen and seconded by Kellogg.

Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

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

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 Kellogg and seconded by Willard.

Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 2006-03, Department of Human Services, Office of General Counsel**

The Department of Human Services requested Records Disposition Schedule 2006-03 be amended.

Approval of the Amendment to Records Disposition Schedule 2006-03 was moved by Jensen and seconded by Willard.

Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 2006-04, Department of Human Services, Office of Communications**

The Department of Human Services requested Records Disposition Schedule 2006-04 be amended.

Approval of the Amendment to Records Disposition Schedule 2006-04 was moved by Kellogg and seconded by Willard.

Jensen	aye
Kellogg	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 2014-02, Department of Human Services,  
Financial Services**

The Department of Human Services requested Records Disposition Schedule 2014-02 be amended.

Approval of the Amendment to Records Disposition Schedule 2014-02 was moved by Jensen and seconded by Willard.

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*

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