

**Archives and Records Commission
Minutes
October 22, 2020**

Call to Order:

Nicole Willard called the meeting to order at 10:00 a.m.

Members present were:

Nicole Willard	Chair
Melody A. Kellogg	Vice Chair and Secretary
Kirby Smith	Proxy for Lt. Governor
Ruthie Chicoine	Proxy for State Auditor
Connie Taylor (joined at 10:05)	Proxy for State Treasurer

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
Jessica Roberts	Tax Commission
Rhonda Craig	Department of Environmental Quality
Matt Pace	Department of Environmental Quality
Bryan Younger	Oklahoma Health Care Authority
Hannah Pryor	Commissioners of the Land Office
Putnam Reiter	Dept. of Emergency Management and Homeland Security
Rick Pierson	Board of Licensed Alcohol and Drug Counselors
Kathy Pierson	Board of Licensed Alcohol and Drug Counselors
Lisa Caton	Department of Health
Mary Gail Foster	Department of Human Services
Janey Rowden	Council on Law Enforcement Education and Training

Posting of Meeting Agenda

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

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

Approval of Minutes of the Meeting of July 23, 2020:

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

Chicoine	aye
Kellogg	aye
Smith	aye
Willard	aye

Approval of Administrative Rules – Title 60. Archives and Records Commission, Chapter 10 – Archives and Records

Approval to proceed with the rulemaking process to make changes to the Administrative Rules was moved by Smith and seconded by Chicoine.

Chicoine	aye
Kellogg	aye
Smith	aye
Willard	aye

Approval of Schedule for Meetings in 2021:

Approval of the proposed dates for Commission meetings was moved by Chicoine and seconded by Smith.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

Dates for 2021 meetings, as approved by the Commission, will be:

January 21, 2021
April 22, 2021
July 22, 2021
October 21, 2021

Consideration of Requests:

Amendment to the General Records Disposition Schedule for State Universities and Colleges, Department of Libraries

The Department of Libraries requested the General Records Disposition Schedule for State Universities and Colleges be amended.

Approval of the Amendment to the General Records Disposition Schedule for State Universities and Colleges was moved by Kellogg and seconded by Chicoine.

Chicoine	aye
Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

Records Disposition Authorization 2020-04, Cameron University

Cameron University requested Records Disposition Authorization 2020-04 be approved. Approval of Records Disposition Authorization 2020-04 was moved by Smith and seconded by Chicoine.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Records Disposition Authorization 2020-05, Tax Commission

Davis introduced Jessica Roberts. The Tax Commission requested Records Disposition Authorization 2020-05 be approved.

Approval of Records Disposition Authorization 2020-05 was moved by Smith and seconded by Kellogg.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 84-08, Tax Commission, Headquarters Division

The Tax Commission requested Records Disposition Schedule 84-08 be amended.

Approval of the Amendment to Records Disposition Schedule 84-08 was moved by Smith and seconded by Chicoine.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 91-08, Office of Management and Enterprise Services

The Office of Management and Enterprise Services requested Records Disposition Schedule 91-08 be amended.

Approval of the Amendment to Records Disposition Schedule 91-08 was moved by Kellogg and seconded by Chicoine.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 94-09, Department of Environmental Quality

Davis introduced Rhonda Craig and Matt Pace. The Department of Environmental Quality requested Records Disposition Schedule 94-09 be amended.

Approval of the Amendment to Records Disposition Schedule 94-09 was moved by Chicoine and seconded by Smith.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 95-06, Oklahoma Health Care Authority

Davis introduced Bryan Younger. The Oklahoma Health Care Authority requested Records Disposition Schedule 95-06 be amended.

Approval of the Amendment to Records Disposition Schedule 95-06 was moved by Chicoine and seconded by Smith.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

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

Davis introduced Hannah Pryor. The Commissioners of the Land Office requested Records Disposition Schedule 2015-04 be amended.

Approval of the Amendment to Records Disposition Schedule 2015-04 was moved by Smith and seconded by Chicoine.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 2020-01, Department of Emergency Management and Homeland Security

Davis introduced Putnam Reiter. The Department of Emergency Management and Homeland Security requested Records Disposition Schedule 2020-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2020-01 was moved by Smith and seconded by Chicoine.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye

Willard aye

New Records Disposition Schedule 2020-05, Board of Licensed Alcohol and Drug Counselors

Davis introduced Rick Pierson and Kathy Pierson. The Board of Licensed Alcohol and Drug Counselors requested new Records Disposition Schedule 2020-05 be created.

Approval of the creation of the new Records Disposition Schedule 2020-05 was moved by Smith and seconded by Chicoine.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 90-02, Department of Health, Prevention and Preparedness Services

Davis introduced Lisa Caton. The Department of Health requested Records Disposition Schedule 90-02 be amended.

Approval of the Amendment to Records Disposition Schedule 90-02 was moved by Smith and seconded by Willard.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 2003-05, Department of Health, County Health Departments

The Department of Health requested Records Disposition Schedule 2003-05 be amended.

Approval of the Amendment to Records Disposition Schedule 2003-05 was moved by Smith and seconded by Chicoine.

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 97-06, Department of Human Services,
Inspector General's Office**

The Department of Human Services requested Records Disposition Schedule 97-06 be amended.

Approval of the Amendment to Records Disposition Schedule 97-06 was moved by Smith and seconded by Chicoine.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

**Amendment to Records Disposition Schedule 2007-02, Department of Human Services,
Office of Performance Outcomes and Accountability**

The Department of Human Services requested Records Disposition Schedule 2007-02 be amended.

Approval of the Amendment to Records Disposition Schedule 2007-02 was moved by Smith and seconded by Chicoine.

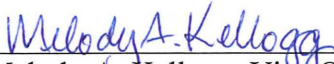
Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:27 a.m.



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