Oklahoma Department of Libraries 200 NE 18th Street, Second Floor South Conference Room Oklahoma City, Oklahoma

April 21, 2022 11:00 a.m.

AGENDA

Call to Order Roll Call

> Nicole Willard, Chair Melody A. Kellogg, Vice Chair and Secretary Ruthie Chicoine Ashley Crall Connie Taylor

Approval of Minutes of the Meeting of January 20, 2022* State Archives and Records Management Division Quarterly Report

Open Meeting Act Statement.

This meeting is being conducted under the provisions of the Open Meeting Act as provided in SB 1031 approved by the Governor on February 10, 2021.

Key to abbreviations used below:

[AMD] = Amendment to a Records Disposition Schedule

[NEW] = Records Disposition Schedule

[RDA] = Records Disposition Authorization

Consideration of Requests*

80-42	[AMD]	State Board of Chiropractic Examiners
90-03	[AMD]	Oklahoma State Regents for Higher Education
92-12	[AMD]	Oklahoma Funeral Board
2022-03	[RDA]	District Attorneys Council
GRDS U and C	[AMD]	Oklahoma Department of Libraries, General Records Disposition Schedule for State Universities and Colleges
2022-04	[RDA]	Oklahoma Department of Libraries-Town of Cardin
2022-05	[RDA]	Oklahoma Department of Libraries-Kay County Court Files, Miller 101 Ranch
2022-06	[RDA]	Oklahoma Department of Libraries-Oklahoma and Indian Territory Children's Home Society
2022-07	[RDA]	Oklahoma Department of Libraries-Newspapers on Microfilm

2022-08	[RDA]	Oklahoma Department of Libraries-Union Depot Hotel, Muskogee, Indian Territory
2022-09	[RDA]	Oklahoma Department of Libraries-Oklahoma Press Association
2022-10	[RDA]	Oklahoma Department of Libraries-American Association of Social Workers
2022-11	[RDA]	Oklahoma Department of Libraries-Thomas G. Harrison Collection
2022-12	[RDA]	Oklahoma Department of Libraries-Dissertation, Clark
2022-13	[RDA]	Oklahoma Department of Libraries-Master's Thesis, Fisher
2022-14	[RDA]	Oklahoma Department of Libraries-Honor's Thesis, Eyer
2022-15	[RDA]	Oklahoma Department of Libraries-Master's Thesis, Minyard
2022-16	[RDA]	Oklahoma Department of Libraries-Master's Thesis, Boylan
2022-17	[RDA]	Oklahoma Department of Libraries-Dissertation, Hill
2022-18	[RDA]	Oklahoma Department of Libraries-Baptist College Journal
2022-19	[RDA]	Oklahoma Department of Libraries-Methodist Episcopal Church "South" Conference Records

Upcoming meetings of the Archives and Records Commission

July 21, 2022
October 27, 2022

Adjournment

* Archives and Records Commission action required.

Archives and Records Commission Minutes January 20, 2022

Call to Order:

Nicole Willard called the meeting to order at 11:00 a.m.

Members present were:

Nicole Willard Melody A. Kellogg Ashley Crall Kiran Nallayahgari	Chair Vice Chair and Secretary Proxy for Lt. Governor Proxy for State Treasurer
Members absent were:	
Ruthie Chicoine	Proxy for State Auditor
Also present were:	
Ashton Poarch Jan Davis Holly Hasenfratz Jennifer Green Alyssa Vaughn Rylie Mansuetti Fariba Williams Jolynn Horn Christine Fisher	Office of the Attorney General Department of Libraries Department of Libraries Department of Libraries Department of Libraries Real Estate Commission State Regents for Higher Education State Regents for Higher Education 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 January 7, 2022. The agenda was also posted on the agency's website on January 7, 2022.

Approval of Minutes of the Meeting of October 21, 2021:

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

Crall	aye
Kellogg	aye
Nallayahgari	aye
Willard	aye

Consideration of Requests:

<u>Records Disposition Authorization 2022-01, Department of Corrections, William S. Key</u> <u>Correctional Center</u>

The Department of Corrections requested Records Disposition Authorization 2022-01 be approved.

Approval of Records Disposition Authorization 2022-01 was moved by Crall and seconded by Willard.

Crall aye Kellogg aye Nallayahgari aye Willard aye

Records Disposition Authorization 2022-02, Department of Transportation

The Department of Transportation requested Records Disposition Authorization 2022-02 be approved.

Approval of Records Disposition Authorization 2022-02 was moved by Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Nallayahgari	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 Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Nallayahgari	aye
Willard	aye

Amendment to Records Disposition Schedule 83-12, Oklahoma Real Estate Commission

Davis introduced Rylie Mansuetti. The Oklahoma Real Estate Commission requested Records Disposition Schedule 83-12 be amended.

Approval of the Amendment to Records Disposition Schedule 83-12 was moved by Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Nallayahgari	aye
Willard	aye

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

Davis introduced Fariba Williams, Jolynn Horn, and Christine Fisher. 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 Crall and seconded by Kellogg.

Crall aye Kellogg aye Nallayahgari aye Willard aye

<u>Amendment to Records Disposition Schedule 94-09, Oklahoma Department of</u> <u>Environmental Quality</u>

The Oklahoma 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 Crall and seconded by Willard.

Crall	aye
Kellogg	aye
Nallayahgari	aye
Willard	aye

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

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 Crall and seconded by Kellogg.

Crall	aye
Kellogg	aye
Nallayahgari	aye
Willard	aye

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

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 Crall and seconded by Willard.

aye
abstain
aye
aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 11:15 a.m.

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



Archives and Records Management Department Activity Report

January 4, 2022 – April 4, 2022

Archives

Digital Projects

- Archives staff continue to appraise, digitize, edit, create metadata, and upload archival resources to Digital Prairie. Recent unique uploads include: 37 issues of *Eye Opener*, a newsletter produced by inmates of the State Penitentiary, 22 issues of *The Lantern* newsletter from the State Industrial School for Girls, and 83 Territorial Proclamations.
- Staff worked with ODL's Public Information Office (PIO) to modernize the archives and records management webpages to be more intuitive and inclusive.
- Staff moved 1.5 TB of digital files from network drives to OU's OURRstore for preservation and to lower OMES storage fees.
- Staff are supervising the work of one undergraduate intern from the History Department at the University of Oklahoma this Spring. Her projects include transcription of Territorial Bills, processing archival records, and digital projects for inclusion on Digital Prairie.

Records Management

• Updated ARC and RTF forms into fillable Adobe PDF forms.

Outreach

- With the assistance of PIO, archives staff have participated in two more Archives Hashtag Parties on Twitter. The themes were BFFs (February) and Trailblazers (March).
- Site visits to the following included borrowing items for digitization and inclusion on Digital Prairie: Belvidere Mansion in Claremore, Claremore Museum of History, El Reno Public Library, and Anadarko Public Library.
- "What To Do When Disaster Strikes," Davis and Hasenfratz, (OLA Conference 3/10, 28 participants).
- Family History Festival, Hasenfratz (Stillwater History Museum at the Sheerar 3/12, 30 participants stopped by booth to pick up bookmarks and learn about Digital Prairie).
- National Association of Government Archives and Government Records Administrators committee work, Green. Serves on Annual Conference Committee, Bylaws Revision Committee, 2022 Awards Committee.

Records Center

- Recent transfers include Board of Engineers and Land Surveyors, Board of Nursing, State Senate, House of Representatives, Office of Juvenile Affairs, Attorney General, OMES Finance Division, and the Department of Agriculture, Food and Forestry.
- Staff collaborated with ODL's Library Resources staff to box and send 20 pallets (480 boxes) of withdrawn books to the Internet Archive for possible digitization in January. Staff have prepared an additional 29 pallets (696 boxes) since January.

Annex

• Department of Transportation removed 34 oversized flat files from the Annex.

STATE BOARD OF CHIROPRACTIC EXAMINERS

Consolidated Records Disposition Schedule 80-42

* April 21, 2022 *

Summary

1-1	Agency requests series be amended.
1-2	Agency requests series be deleted. This record is no longer created. There is no backlog of records. This information is included in series 1-3.
1-3	Agency requests series be amended.
1-4	Agency requests series transferred to series 1-3.
1-5	Agency requests series be deleted. This record is no longer created. There is no backlog of records.
1-6	Agency requests series be deleted. This record is no longer created. There is no backlog of records.
1-6A	Agency requests series be added.
1-6B	Agency requests series be added.
1-6C	Agency requests series be added.
1-6D	Agency requests series be added.
1-7	Agency requests series be added.
1-8	Agency requests series be added.
1-9	Agency requests series be added.
1-10	Agency requests series be added.
1-11	Agency requests series be added.

STATE BOARD OF CHIROPRACTIC EXAMINERS

Consolidated Records Disposition Schedule 80-42

* April 21, 2022 *

Administrative Records

1-1 Correspondence

Description:	Most of these documents are routine in nature and deal with File includes correspondence, including inquiries about licensing requirements, renewal applications, and reciprocity.
Disposition:	Retain in office five (5) years, then destroy. Retain in office until no longer required for administrative purposes, then destroy.

1-2 License Renewal Cards

Description:	Used as a reference file, the cards in this file list the names and addresses
	of licensed chiropractors and the dates that they renewed existing licenses.
Disposition:	Retain in office until no longer required for administrative purposes, then
	destroy.
	Delete from schedule, April 21, 2022

1-3 License Files Licensed Chiropractors (Active)

- Description: These Files relate to licensed chiropractors and contain applications, supporting documents such as character affidavits, copies of high school diplomas and college or university transcripts, <u>letters of verification</u>, <u>preceptorships</u>, and photographs.
- Disposition: Retain in active files until chiropractor dies or fails to renew his/her license for two (2) consecutive license periods, then transfer to Inactive License Files, Series 1-4. Retain in office permanently.

1-4 License Files (Inactive)

- Description: Contains the same types of data as Series 1-3 but relate to deceased persons or those who have failed to renew their licenses for two (2) consecutive renewal periods.
- Disposition:Retain five (5) years, then transfer to the State Archives for permanent
preservation.
Transfer to series 1-3, April 21, 2022

STATE BOARD OF CHIROPRACTIC EXAMINERS

Consolidated Records Disposition Schedule 80-42

* April 21, 2022 *

Administrative Records

1-5 **License Renewal Seminar Cards Description:** These documents are used to record the attendance of licensed chiropractors at seminars required for the renewal of existing licenses. Retain in office two (2) years, then destroy. **Disposition:** Delete from schedule, April 21, 2022 1-6 **Examination File (Failed or Did Not Appear)** Files contain examination applications and supporting documents relating **Description:** to persons who failed the state examination or who failed to appear for examinations. **Disposition:** Retain in office two (2) years, then transfer to the State Records Center. Destroy records when they become six (6) years old. Delete from schedule, April 21, 2022

<u>1-6 A</u> Applications - Approved

Description:	File includes applications, references, correspondence, and test scores for
	individuals who have been approved for licensure upon completion of the
	requirements.
Disposition:	Transfer to series 1-3.

<u>Disposition:</u> <u>Transfer to series 1-3.</u> Add to schedule, April 21, 2022

<u>1-6 B</u> Applications – Approved but do not complete requirements

Description:	File includes applications, references, correspondence, and test scores for
-	individuals that failed to complete the requirements for licensure.

Disposition:Retain in office two (2) years, then destroy.Add to schedule, April 21, 2022

STATE BOARD OF CHIROPRACTIC EXAMINERS

Consolidated Records Disposition Schedule 80-42

* April 21, 2022 *

Administrative Records

<u>1-6 C</u> Applications - Denied

- Description:File includes applications, references, correspondence, and test scores for
individuals who submitted a completed application and paid the
application fee but did not meet licensure requirements.
- Disposition:Retain in office for two (2) years, then destroy, provided no legal actions
are pending. If legal action is pending, destroy two (2) years after
exhaustion of all legal remedies, provided records meet all stipulated
retention requirements.
Add to schedule, April 21, 2022

<u>1-6 D</u> <u>Applications - Incomplete</u>

- <u>Description:</u> <u>File includes miscellaneous documentation received, including transcripts,</u> references and miscellaneous materials for individuals who did not complete the application process.
- Disposition:Retain in office two (2) years, then destroy.Add to schedule, April 21, 2022

<u>1-7</u> <u>License Renewal – Continuing Education Applications</u>

- Description:
 File includes Continuing Education applications submitted from State

 Associations, National Associations, and/or CCE Approved Colleges for
 continuing education credits of licensed chiropractors for the renewal of

 existing licenses.
 existing licenses.
- Disposition:Retain one (1) year for current renewal period, then destroy.
Add to schedule, April 21, 2022

<u>1-8</u> <u>License Renewal – Oklahoma Tax Commission Compliance</u>

- Description:
 File includes a list of chiropractors who are not in compliance with the Oklahoma Tax Commission (OTC), copies of correspondence with the licensee, and correspondence from the OTC after compliance has been obtained.
- Disposition:Retain one (1) year for current renewal period, then destroy.
Add to schedule, April 21, 2022

STATE BOARD OF CHIROPRACTIC EXAMINERS

Consolidated Records Disposition Schedule 80-42

* April 21, 2022 *

Administrative Records

<u>1-9</u> <u>License Verifications</u>

Description:	File includes License Verifications from insurance companies, hospitals,
•	or other sources documenting an adverse report for a licensed chiropractor.
Disposition:	Retain until no longer required for administrative purposes, then destroy.
	Add to schedule, April 21, 2022

<u>1-10</u> <u>Complaints and Inquiries (Confidential 59 O.S. § 161.6F(1))</u>

Description:	File includes complaints, inquiries and correspondence concerning persons
	suspected of violating the Chiropractic Practice Act, malpractice, or of
	practicing without a license.

Disposition:Order Imposing a Penalty: Retain in office permanently.
No Order Imposing a Penalty: Retain in office for three (3) years after a
complaint is received, then destroy. (59 O.S. § 161.12E)
Add to schedule, April 21, 2022

<u>1-11</u> <u>Certified Chiropractic Assistants</u>

- Description:
 File includes applications and test scores for Certified Chiropractic Assistants.

 Disposition:
 Retain in office permanently.
- Add to schedule, April 21, 2022

STATE REGENTS FOR HIGHER EDUCATION

Amendments to Records Disposition Schedule 90-03

* April 21, 2022 *

Summary

- 1-70 Agency requests series be amended
- 7-5 Agency requests series be deleted. This record is no longer created. There is no backlog of records.

STATE REGENTS FOR HIGHER EDUCATION

Amendments to Records Disposition Schedule 90-03

* April 21, 2022 *

Administrative Records

1-70 Social Media Posts

Description:	File include working materials used for preparation of social media content and documents associated with social media activity, as well as social media content and comments in response to posted content.
Disposition:	Retain in office until no longer required for administrative purposes, then destroy. Add to schedule, April 21, 2022

Core/Legal

7-5 System Advancement

Disposition:	Records contain internal memoranda, incoming and outgoing correspondence, contracts and guidelines regarding the American Testing Corporation (ACT), the State Regents' GEAR-UP program (Gaining Early Awareness and Readiness for Undergraduate Programs), Americorps and VISTA (Volunteers in Service to America) project applications, and technology transfer.
Volume:	less than one (1) cubic foot per year
Disposition:	Retain in office seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. Delete from schedule, April 21, 2022

OKLAHOMA FUNERAL BOARD

Amendments to Records Disposition Schedule 92-12

* April 21, 2022 *

Summary

- 1-6 Agency requests series be amended to include series 1-22.
- 1-22 Agency requests series be amended and transferred to series 1-6. This series is included in Series 1-6.

OKLAHOMA FUNERAL BOARD

Amendments to Records Disposition Schedule 92-12

* April 21, 2022 *

Administrative Records

1-6 Licensee (Apprentice) Files

- Description: Files include records related to funeral establishments, funeral directors, embalmers, and apprentices. Records include applications for licensing, name, license number, city, county, date of licensing and renewals, location of funeral establishments, log of all transactions involving the Board, the status of the licensee, annual inspection reports, changes in ownership for funeral establishments and related correspondence. File also includes records of dates and scores for examinations taken by funeral directors and embalmers and annual inspection reports, and changes in ownership for funeral establishments. <u>File includes apprentice packets, including application, employment affidavits, transcripts of educational experience, case reports on embalming, monthly timecards, examinations, and application for licensing.</u>
- Volume: less than one (1) cubic foot per year
- Disposition: Retain applications in office permanently. until superseded, then destroy. Retain routine inspection reports and log of transactions involving the Board in office five (5) years, then destroy. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements. Amend and transfer from series 1-22, April 21, 2022

1-22 Apprentice Packets (Embalmers and Funeral Directors)

Description:	All material relating to apprentices, arranged by number and name. File includes application, employment affidavits, transcripts of educational experience, case reports on embalming, monthly timecards, examinations and application for licensing. File includes apprentice packets, including application, employment affidavits, transcripts of educational experience, case reports on embalming, monthly timecards, examinations and application for
	licensing.
Volume:	less than one (1) cubic foot per year
Disposition:	Retain in office until five (5) years after licensing or withdrawal of application, then transfer to the State Archives for permanent preservation. Amend and transfer to series 1-6, April 21, 2022

DISTRICT ATTORNEYS COUNCIL Records Disposition Authorization 2022-03

* April 21, 2022 *

Summary

Agency requests approval for the destruction of damaged records.

DISTRICT ATTORNEYS COUNCIL Records Disposition Authorization 2022-03

* April 21, 2022 *

The District Attorneys Council requests authorization for the immediate destruction of the following records due to water damage that was discovered on January 2, 2022. Records were damaged after a joint pipe broke, leading to flooding on three floors in the building.

Series Title:	Sexual Assault Compensation Records
Dates Included:	May 31, 2018 – August 13, 2018
Volume:	One cubic foot

The agency has determined that there are no pending audit or legal matters related to these records.

Records Disposition Schedule 88-04 for the District Attorneys Council provides the following description and retention period:

- 2-11 Sexual Assault Compensation Records Confidential Record 43A O.S. Supp. 1989, §3-423 and §3-424
 - Description: Records relating to compensation of victims of sexual assaults. File may include, but is not limited to, copies of doctor's reports and bills, copies of hospital reports and bills, copies of insurance statements, victim's claim, and District Attorney's approval. Folder also includes convenience copies of the claim submitted to the Office of Management and Enterprise Services. (The disposition of the audit copy of the claim is governed by GRDS, Series 2-12A.)
 - Volume: 2 cubic feet per year
 - Disposition: Retain in office three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

STATE UNIVERSITIES AND COLLEGES

Amendments to General Records Disposition Schedule

* April 21, 2022 *

Summary

- 1-12 Agency requests series be amended.
- 1-65 Agency requests series be added to the schedule.
- 1-66 Agency requests series be added to the schedule.

STATE UNIVERSITIES AND COLLEGES

Amendments to General Records Disposition Schedule

* April 21, 2022 *

Administration

1-12 Associations, Organizations, Staff Presidential Cabinet Leadership Meetings File

- Description: Minutes with attendant memos and agenda of all associations and organizations and all staff <u>Presidential Cabinet Leadership level</u> meetings. <u>See series 1-66 for Department level meetings.</u>
- Disposition: Retain in office five (5) years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.

<u>1-65</u> Planning/Project Files – Not Approved

- <u>Description:</u> <u>File includes proposals, planning documents, research, and financial</u> projections for projects that were not approved or implemented. File may also include statistics, correspondence, meeting notes, reports, and budget information.
- <u>Disposition:</u> <u>Retain in office until no longer required for administrative purposes, then</u> <u>destroy.</u> Add to schedule, April 21, 2022

<u>1-66</u> Department Staff Meetings

Description:	Agendas, handouts, and minutes for Department Staff Meetings.
Disposition:	Retain in office until no longer required for administrative purposes, then destroy. Add to schedule, April 21, 2022

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-04

* April 21, 2022 *

Summary

Agency requests approval for the transfer of the following records.

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-04

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Due to the limited physical capacity of the State Archives, it is not practical to store records created by county or local governments at the State Archives.

The Oklahoma Historical Society Research Division has agreed to accept these records in the event this Records Disposition Authorization is approved.

Description:	Office of Treasurer of the County of Ottawa, Town of Cardin, Resolutions related to Back Taxes, Tax Bills and Tax Receipts
Dates Included:	1921 - 1926
Volume:	One (1) cubic foot

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-05

* April 21, 2022 *

Summary

Agency requests approval for the immediate transfer of the following records.

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-05

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Due to capacity considerations in the State Archives, it is not practical to extend to include records created by county or local government. In addition, these records have been microfilmed by the Kay County Court Clerk's office for permanent retention.

The Oklahoma Historical Society Research Division has agreed to accept these records if this Records Disposition Authorization is approved.

Description:	Kay County District Court, 101 Ranch Case Files
Dates Included:	1931 - 1935
Volume:	Two (2) cubic feet

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-06

* April 21, 2022 *

Summary

Agency requests approval for the immediate transfer of the following records.

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-06

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

These files include records of adoptions, which are confidential and not subject to public disclosure. Any person who wishes to review the records must obtain authority in compliance with applicable adoption laws.

The Oklahoma Historical Society Research Division also has records from this institution.

The Oklahoma Historical Society Research Division has agreed to accept these records if this Records Disposition Authorization is approved.

Description:	Oklahoma and Indian Territory Children's Home Society Manuscript Group 28
	One (1) Box (1901 – 1917) which includes petition forms (date, child's name, age, sex, nationality, place of birth, data concerning original parents and child's health condition), surrender forms, Probate Court's order, judgement, and decree of court. Also included is one folder of general correspondence.
	One (1) Ledger (1923 $-$ 1927) which includes adoption record of individual orphans. Entries include name of child, date of birth, date child was received in the home, date child was placed in a new home, county where child was placed, name of county serving as ward, and the family or persons the orphan was placed with and their address.
Dates Included:	1901 – 1917, 1923 - 1927
Volume:	Two (2) cubic feet

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-07

* April 21, 2022 *

Summary

Agency requests approval for the immediate transfer of the following records.

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-07

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

The Oklahoma Historical Society Research Division has agreed to accept the transfer of these records.

Description: Newspapers on microfilm Manuscript Group 2

Date: 1779-1972

Volume: 479 reels

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-07

* April 21, 2022 *

Title	Date Range	Volume (reels)
Atoka Democrat and Indian Citizen; Indian Citizen Democrat	1909-1910	1
Atoka Record	1912	2
Atoka Strays	1872-1931	1
Branding Iron; Vindicator; Atoka Independent; Indian Champion	Undated	1
Bryan County Democrat	1907-1943	12
Carolina Israelite	1944-1968	5
Cherokee Advocate	1844-1846	1
Cherokee Phoenix	Undated	1
Cheyenne Transporter	1880-1886	1
Chickasaw Enterprise	1893-1895, 1901-1903	1
Clinton Daily News	1937	1
Congressional Digest	1921-1926	1
Correspondent (Cambridge, MA)	1960-1962	3
Daily Oklahoman	1891-1894, 1939, 1953, 1963	4
Daily Oklahoman Index	1947-1972	38
Durant Daily Democrat	1910-1933, 1935-1938, 1941-1952	65
Durant Weekly News	1912-1951	22
Edmond Oklahoma Sun; Edmond Sun Democrat; Edmond News	1893-1895	2
Edmond Sun Democrat; Edmond Sun	1895-1900, 1904, 1906	3
Edmond Sun	1889-1890, 1904-1908	3
Enid Post; The Reconstructionist	1902-1904, 1921-1922	1
Fort Smith Elevator	1885-1902	3
Gage Record	1904-1907	1
Guthrie Daily Leader	1898	1
Guthrie Leader	1906-1907	2
Harlow's Weekly	1912-1940	47
Heavener Ledger	1914-1918	1
Indian Advocate	1881-1910	4
Indian Chieftain	1890-1895	1
Indian Citizen (Atoka)	1889-1899, 1900-1910	15
Indian Journal	1876-1889	4
Indianapolis Bee	1904	1
Kingfisher Daily World; New World	1889-1890	1

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-07

* April 21, 2022 *

Kingfisher Free Press	1891-1907	6
Kiowa Chief	1900-1901	1
Labor Signal	1903-1904	1
McMaster's Weekly; OKC Globe	Undated	2
Miscellaneous out-of-state newspapers	1779-1909	1
Muskogee Cimeter; The Dispensation; Southwesterner; The Searchlight; Muskogee Ledger	1905-1921	1
Muskogee Daily Phoenix	1901-1910, 1964-1970	56
Muskogee Indian Journal	1876-1881	1
Muskogee Morning News	1955-1956	3
Muskogee Phoenix	1916-1917, 1920, 1924, 1939	4
Muskogee State Tribune	1907-1909	1
Muskogee Times-Democrat	1958-1959, 1963-1970	31
Muskogee Weekly Phoenix	1888-1905	8
Newspaper classified advertising promotion, compiled by William Conrad, Wisconsin	1935-1939	1
Norman Transcript	1889-1907	9
Oklahoma Daily Capital	1889	1
Oklahoma Daily Star	1895	1
Oklahoma Insurance Reporter Daily	1953-1954	1
Oklahoma Insurance Reporter Weekly	1960-1968	1
Oklahoma Journal, Oklahoma Times Journal, Oklahoma Daily Press, and Oklahoma Daily Press Gazette	1890-1900	3
Oklahoma Liquor Report Weekly	1959-1969	1
Oklahoma Oil Reporter Daily	1962-1969	5
Oklahoma Oil Reporter Weekly	1946-1968	5
Oklahoma Star; Star Vindicator; Caddo Banner	Undated	1
Oklahoma State Capitol	1906-1907	2
Perkins Journal	1892-1897	1
Perkins Journal & Medford Star	1900-1908	8
Sturm's Statehood Magazine	1906	1
Sturm's Oklahoma Magazine	1906-1911	4
Watonga Republican	1892-1930	11
Woodward Daily Press	1959	1
WPA Newspaper Index	Filmed 1971	56

Total reels

479

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-08

* April 21, 2022 *

Summary

Agency requests approval for the immediate transfer of the following records.

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-08

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. In 1970, these records were transferred to the State Archives, even though they are not state government records. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

The Oklahoma Historical Society Research Division has agreed to accept the transfer of these records.

Description:	Hotel Ledgers for the Union Depot Hotel in Muskogee, Indian Territory, signed by guests. Manuscript Group 19
Date Range:	Volume 1: Thursday, December 6, 1900 – Friday, May 3, 1901
	Volume 2: Friday, May 3, 1901 – Saturday, September 21, 1901
Volume:	One (1) cubic foot

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-09

* April 21, 2022 *

Summary

Agency requests approval for the immediate transfer of the following records.

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-09

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Many years ago, these records were transferred to the State Archives, even though they are not state government records. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

The Oklahoma Historical Society Research Division has agreed to accept the transfer of these records.

Description:	Oklahoma Press Association, Gridiron Show, which includes scripts, programs, and rehearsal schedules for the shows. Manuscript Group 4
Date Range:	1953, 1956, 1958
Volume:	Less than one (1) cubic foot

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-10

* April 21, 2022 *

Summary

Agency requests approval for the immediate transfer of the following records.

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-10

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Many years ago, these records were transferred to the State Archives, even though they are not state government records. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

The Oklahoma Historical Society Research Division has agreed to accept the transfer of these records.

Description:American Association of Social Workers
Records include minutes of chapter meetings, correspondence, a photograph,
financial reports, membership rosters, and other related information.Manuscript Group 30Date Range:1924 - 1955

Volume: Two (2) cubic feet

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-11

* April 21, 2022 *

Summary

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-11

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Many years ago, these records were added to the State Archives, even though they are not state government records. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

The Oklahoma Historical Society Research Division has agreed to accept the transfer of these records.

Description:	Thomas G. Harrison Collection of Printed Government Documents having to do with Indian Affairs. This collection contains 104 documents from the
	Indian Archives Division of the Oklahoma Historical Society.

Date Range: 1815-1939

Volume: One (1) reel of microfilm

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-12

* April 21, 2022 *

Summary

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-12

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Many years ago, these records were transferred to the State Archives, even though they are not state government records. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

Description:	Dissertation by Carter Blue Clark, 1976, University of Oklahoma "A History of the Ku Klux Klan in Oklahoma"	
	Manuscript Group 32-1	
Date Range:	1976	
Volume:	Three (3) reels of microfilm and one box, less than one (1) cubic foot	

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-13

* April 21, 2022 *

Summary

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-13

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Many years ago, these records were transferred to the State Archives, even though they are not state government records. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

Description:	Master's thesis by Bruce Travis Fisher, 1976, Texas Southern University "Status of Black Suffrage in Oklahoma, 1889-1939"	
	Manuscript Group 32-2	
Date Range:	1976	
Volume:	One box, less than one (1) cubic foot	

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-14

* April 21, 2022 *

Summary

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-14

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Many years ago, these records were transferred to the State Archives, even though they are not state government records. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

The Oklahoma Historical Society Research Division has agreed to accept the transfer of these records.

Description:	Honors thesis by Paul K. Eyer, 1980, Oklahoma Baptist University "A Study of Decision-Making in the House Appropriations Committee of the Oklahoma Legislature"
	Manuscript Group 32-4
Date Range:	1980

Volume: One box, less than one (1) cubic foot

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-15

* April 21, 2022 *

Summary

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-15

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Many years ago, these records were transferred to the State Archives, even though they are not state government records. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

The Oklahoma Historical Society Research Division has agreed to accept the transfer of these records.

Description: Master's thesis by Donnie Paul Minyard, 1980, Hardin-Simmons University "The Genesis of the Oklahoma Grandfather Amendment: A Study of Black Disfranchisement" Manuscript Group 32-5

Date Range: 1980

Volume: One box, less than one (1) cubic foot

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-16

* April 21, 2022 *

Summary

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-16

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Many years ago, these records were transferred to the State Archives, even though they are not state government records. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

The Oklahoma Historical Society Research Division has agreed to accept the transfer of these records.

Description:	Master's thesis by N. Elaine Boylan, 1930, Columbia University "The Direct Mail Service Department of State Library Extension Agencies: A Study of Practices and Tendencies"
	Manuscript Group 32-6
Date Range:	1930

Volume: One box, less than one (1) cubic foot

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-17

* April 21, 2022 *

Summary

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-17

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Many years ago, these records were transferred to the State Archives, even though they are not state government records. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

Description:	Dissertation by Mozell C. Hill, University of Chicago, 1949 "The All-Negro Society in Oklahoma"
Date Range:	1949
Volume:	One (1) reel of microfilm

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-18

* April 21, 2022 *

Summary

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-18

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Many years ago, these records were transferred to the State Archives, even though they are not state government records. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

Description:	The Baptist College Journal and Baptist College Searchlight		
	Manuscript Group 4		
Date Range:	January 6, 1899 – December 7, 1900		
Volume:	Three (3) reels of microfilm		

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-19

* April 21, 2022 *

Summary

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-19

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Many years ago, these records were transferred to the State Archives, even though they are not state government records. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

Description:	Methodist Episcopal Church "South" Conference Records, Book 1 – Book 19
	Manuscript Group 2
Date Range:	1898-1964
Volume:	Six (6) reels of microfilm

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-20

* April 21, 2022 *

Summary

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-20

* April 21, 2022 *

The Oklahoma Department of Libraries requests authorization for the immediate transfer of the following records from the Oklahoma State Archives to the Oklahoma Historical Society Research Division.

The primary focus of the State Archives is to collect and maintain the permanent records of state government. Due to physical capacity considerations in the State Archives, it is not practical to include records not created by state government entities in the State Archives.

Descrip	tion:	Newspapers on microfilm
		Manuscript Group 2
Date:		1779-1972
Volume	: :	479 reels

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization **2022-20**

* April 21, 2022 *

Title	Date	Manuscript Number
Thomen, Harold Ordell. Checklist of Hearings Before Congressional Committees through the 67 th Congress Part 1 House Committee on Agriculture, preliminary edition.	1923	MM-2
Records of St. Matthew's Church, Enid, OK	1904 - 1961	MM-4
St. Matthew's Church, Enid, OK and St. Luke's Church, Chickasha, OK	Undated	MM-4
St. Mark's Mission and St. Elizabeth's Church, Nowata, OK, and St. Dustan's Church, Tulsa, OK	Undated	MM-4
Bryan County Democrat	<mark>1907-1943</mark>	<mark>12</mark>
Carolina Israelite	1944-1968	5
Cherokee Advocate	1844-1846	1
Cherokee Phoenix	Undated	1
Cheyenne Transporter	1880-1886	1
Chickasaw Enterprise	1893-1895, 1901-1903	1
Clinton Daily News	1937	1
Congressional Digest	1921-1926	1
Correspondent (Cambridge, MA)	1960-1962	3
Daily Oklahoman	1891-1894, 1939, 1953, 1963	4
Daily Oklahoman Index	1947-1972	38
Durant Daily Democrat	1910-1933, 1935-1938, 1941-1952	65
Durant Weekly News	1912-1951	22
Edmond Oklahoma Sun; Edmond Sun Democrat; Edmond News	1893-1895	2
Edmond Sun Democrat; Edmond Sun	1895-1900, 1904, 1906	3
Edmond Sun	1889-1890, 1904-1908	3
Enid Post; The Reconstructionist	1902-1904, 1921-1922	1
Fort Smith Elevator	1885-1902	3
Gage Record	1904-1907	1
Guthrie Daily Leader	1898	1
Guthrie Leader	1906-1907	2
Harlow's Weekly	1912-1940	47
Heavener Ledger	1914-1918	1
Indian Advocate	1881-1910	4
Indian Chieftain	1890-1895	1
Indian Citizen (Atoka)	1889-1899, 1900-1910	15

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization **2022-20**

* April 21, 2022 *

Indian Journal	1876-1889	4
Indianapolis Bee	1904	1
Kingfisher Daily World; New World	1889-1890	1
Kingfisher Free Press	1891-1907	6
Kiowa Chief	1900-1901	1
Labor Signal	1903-1904	1
McMaster's Weekly; OKC Globe	Undated	2
Miscellaneous out-of-state newspapers	1779-1909	1
Muskogee Cimeter; The Dispensation; Southwesterner; The Searchlight; Muskogee Ledger	1905-1921	1
Muskogee Daily Phoenix	1901-1910, 1964-1970	56
Muskogee Indian Journal	1876-1881	1
Muskogee Morning News	1955-1956	3
Muskogee Phoenix	1916-1917, 1920, 1924, 1939	4
Muskogee State Tribune	1907-1909	1
Muskogee Times-Democrat	1958-1959, 1963-1970	31
Muskogee Weekly Phoenix	1888-1905	8
Newspaper classified advertising promotion, compiled by William Conrad, Wisconsin	1935-1939	1
Norman Transcript	1889-1907	9
Oklahoma Daily Capital	1889	1
Oklahoma Daily Star	1895	1
Oklahoma Insurance Reporter Daily	1953-1954	1
Oklahoma Insurance Reporter Weekly	1960-1968	1
Oklahoma Journal, Oklahoma Times Journal, Oklahoma Daily Press, and Oklahoma Daily Press Gazette	1890-1900	3
Oklahoma Liquor Report Weekly	1959-1969	1
Oklahoma Oil Reporter Daily	1962-1969	5
Oklahoma Oil Reporter Weekly	1946-1968	5
Oklahoma Star; Star Vindicator; Caddo Banner	Undated	1
Oklahoma State Capitol	1906-1907	2
Perkins Journal	1892-1897	1
Perkins Journal & Medford Star	1900-1908	8
Sturm's Statehood Magazine	1906	1
Sturm's Oklahoma Magazine	1906-1911	4
Watonga Republican	1892-1930	11
Woodward Daily Press	1959	1

OKLAHOMA DEPARTMENT OF LIBRARIES

Records Disposition Authorization 2022-20

* April 21, 2022 *

Total reels 479