

**Archives and Records Commission  
Minutes  
April 20, 2017**

**Call to Order:**

Susan McVey called the meeting to order at 10:00 a.m.

**Members present were:**

Susan McVey	Vice Chair and Secretary
Ruthie Chicoine	Proxy for State Auditor and Inspector
Madison Hobson	Proxy for Lt. Governor
Susan Nicewander	Proxy for State Treasurer

**Also present were:**

Jan Davis	Department of Libraries
Brian Keith	Department of Libraries
Kim Heaton	Office of the Attorney General
Steve Wilson	Office of Management and Enterprise Services
Mary Gail Foster	Department of Human Services
Sarah Penn	Department of Environmental Quality
Rhonda Craig	Department of Environmental Quality
Johnnie Jacobs	Commissioners of the Land Office
Lisa Coy	Commissioners of the Land Office

**Posting of Meeting Agenda**

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on April 5, 2017. The agenda was also posted on the agency's website on April 5, 2017.

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

Approval of the Minutes was moved by Hobson and seconded by Nicewander.

McVey	aye
Nicewander	aye
Hobson	aye
Chicoine	aye

**Consideration of Requests:**

**Records Disposition Authorization 2017-01, Oklahoma Department of Environmental Quality**

Davis introduced Sarah Penn and Rhonda Craig. The Department of Environmental Quality requested Records Disposition Authorization 2017-01 be approved.

Approval of the Records Disposition Authorization 2017-01 was moved Hobson and seconded by Nicewander

McVey	aye
Nicewander	aye
Hobson	aye

Chicoine aye

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

Davis introduced Johnnie Jacobs and Lisa Coy. 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 Nicewander and seconded by Chicoine.

McVey aye  
Nicewander aye  
Hobson aye  
Chicoine aye

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

The Regents for Higher Education requested Records Disposition Schedule 90-03 be amended.

Approval of the Amendment to Records Disposition Schedules 90-03 was moved by Hobson and seconded by Chicoine.

McVey aye  
Nicewander aye  
Hobson aye  
Chicoine aye

**Amendment to Records Disposition Schedule 81-05, State Board of Cosmetology and Barbering**

The State Board of Cosmetology and Barbering requested Records Disposition Schedule 81-05 be amended.

Approval of the Amendment to Records Disposition Schedules 81-05 was moved by Hobson and seconded by Nicewander.

McVey aye  
Nicewander aye  
Hobson aye  
Chicoine aye

**Amendment to Records Disposition Schedule 81-14, Oklahoma Department of Corrections**

The Oklahoma Department of Corrections requested Records Disposition Schedule 81-14 be amended.

Approval of the Amendment to Records Disposition Schedules 81-14 was moved by Nicewander and seconded by Chicoine.

McVey aye  
Nicewander aye  
Hobson aye  
Chicoine aye

**Amendment to Records Disposition Schedule 85-09, Department of Career and Technology Education (CareerTech)**

The Department of Career and Technology Education requested Records Disposition Schedule 85-09 be amended.

Approval of the Amendment to Records Disposition Schedules 85-09 was moved by Hobson and seconded by Chicoine.

McVey	aye
Nicewander	aye
Hobson	aye
Chicoine	aye

**New Records Disposition Schedule 2017-01, Department of Career and Technology Education (CareerTech)**

The Department of Career and Technology Education requested new schedule 2017-01 be created.

Approval of the creation of the new schedule 2017-01 was moved by Hobson and seconded by Chicoine.

McVey	aye
Nicewander	aye
Hobson	aye
Chicoine	aye

**Amendment to Records Disposition Schedule 91-08, Office of Management and Enterprise Services, Central Accounting and Reporting**

Davis introduced Steve Wilson. The Office of Management and Enterprise Services, Central Accounting and Reporting requested Records Disposition Schedule 91-08 be amended.

Approval of the Amendment to Records Disposition 91-08 was moved by Nicewander and seconded by Hobson.

McVey	aye
Nicewander	aye
Hobson	aye
Chicoine	aye

**Amendment to Records Disposition Schedule 93-06, Oklahoma Tourism and Recreation Department**

The Oklahoma Tourism and Recreation Department requested Records Disposition Schedule 93-06 be amended.

Approval of the Amendment to Records Disposition Schedules 93-06 was moved by Nicewander and seconded by Chicoine.

McVey	aye
Nicewander	aye
Hobson	aye
Chicoine	aye

**Records Disposition Authorization 2017-02, Oklahoma Insurance Department**

The Oklahoma Insurance Department requested Records Disposition Authorization 2017-02 be approved.

Approval of the Records Disposition Authorization 2017-02 was moved by Hobson and seconded by Nicewander.

McVey	aye
Nicewander	aye
Hobson	aye
Chicoine	aye

**Amendment to Records Disposition Schedule 2001-05, Department of Human Services, Development Disabilities Services Division**

Davis introduced Mary Gail Foster. The Department of Human Services, Development Disabilities Services Division requested Records Disposition Schedule 2001-05 be amended.

Approval of the Amendment to Records Disposition Schedules 2001-05 was moved by Hobson and seconded by Nicewander.

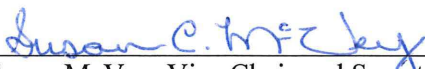
McVey	aye
Nicewander	aye
Hobson	aye
Chicoine	aye

**New Business:**

No new business was conducted at this time.

**Adjournment:**

The meeting was adjourned at 10:20 a.m.

  
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Susan McVey, Vice Chair and Secretary  
Oklahoma Department of Libraries