

**Archives and Records Commission
Minutes
April 26, 2018**

Call to Order:

Nicole Willard called the meeting to order at 10:02 a.m.

Members present were:

Jordan Glover	Proxy for Lt. Governor
Susan McVey	Vice Chair and Secretary
Nicole Willard	Chair

Members absent were:

Ruthie Chicoine	Proxy for State Auditor
Susan Nicewander	Proxy for State Treasurer

Also present were:

Vicki Sullivan	Department of Libraries
Jan Davis	Department of Libraries
Alyssa Vaughn	Department of Libraries
Grant Cody	Office of the Attorney General
Lauren Hammonds	Office of the Attorney General
Rhonda Craig	Department of Environmental Quality
Chelsie Jahansaz	Department of Environmental Quality
Lisa Coy	Commissioners of the Land Office
Mary Gail Foster	Department of Human Services
Steve Sowers	Oklahoma Energy Resources Board

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on April 13, 2018. The agenda was also posted on the agency's website on April 13, 2018.

Approval of Minutes of the Meeting of January 25, 2018:

Approval of the Minutes was moved by McVey and seconded by Glover.

Glover	aye
McVey	aye
Willard	aye

Consideration of Requests:

Records Disposition Authorization 2018-01, Department of Environmental Quality

Davis introduced Rhonda Craig and Chelsie Jahansaz. The Department of Environmental Quality requested Records Disposition Authorization 2018-01 be amended.

Approval of the Records Disposition Authorization 2018-01 was moved by McVey and seconded by Willard.

Glover aye
McVey aye
Willard aye

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

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

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

Glover aye
McVey aye
Willard aye

Amendment to Records Disposition Schedule 85-16, Office of the Attorney General

Davis introduced Lauren Hammonds. The Office of the Attorney General requested Records Disposition Schedule 85-16 be amended. The agency requested series 7-2, 7-3, and 7-5 be withdrawn.

Approval of the Amendment to Records Disposition Schedule 85-16, as amended, was moved by Willard and seconded by McVey.

Glover aye
McVey aye
Willard aye

Amendment to Records Disposition Schedule 2011-01, Oklahoma Energy Resources Board

Davis introduced Steve Sowers. The Oklahoma Energy Resources Board requested Records Disposition Schedule 2011-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2011-01 was moved by McVey and seconded by Glover.

Glover aye
McVey aye
Willard aye

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

Davis introduced Lisa Coy. The Commissioners of the Land Office requested Records Disposition Schedule 2015-04 be amended. The agency requested to transfer series 1-14 to series 4-11 without making any amendments.

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

Glover aye
McVey aye
Willard aye

New Records Disposition Schedule 2018-01, Oklahoma Space Industry Development Authority

The Oklahoma Space Industry Development Authority requested new schedule 2018-01 be created.

Approval of the creation of the new schedule 2018-01 was moved by McVey and seconded by Willard.

Glover	aye
McVey	aye
Willard	aye

Amendment to Records Disposition Schedule 99-03, Northwest Center for Behavioral Health

The Northwest Center for Behavioral Health requested Records Disposition Schedule 99-03 be amended.

Approval of the Amendment to Records Disposition Schedule 99-03 was moved by McVey and seconded by Willard.

Glover	aye
McVey	aye
Willard	aye

Amendment to Records Disposition Schedule 2001-04, Department of Human Services

Davis introduced Mary Gail Foster. 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 McVey and seconded by Glover.

Glover	aye
McVey	aye
Willard	aye

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 Willard and seconded by Glover.

Glover	aye
McVey	aye
Willard	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:16 a.m.



Susan McVey, Vice Chair and Secretary
Oklahoma Department of Libraries