

**Archives and Records Commission
Special Meeting
Minutes
February 25, 2021**

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
Kirby Smith	Proxy for Lt. Governor
Connie Taylor	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
Holly Hasenfratz	Department of Libraries
Alyssa Vaughn	Department of Libraries
Joshua Smith	Board of Tests for Alcohol and Drug Influence
Lynne Simpson	Langston University
Fariba Williams	State Regents for Higher Education
Goldie Thompson	State Regents for Higher Education
Sylvia Bryant	State Regents for Higher Education
Mary Gail Foster	Department of Human Services

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on February 12, 2021. The agenda was also posted on the agency's website on February 12, 2021.

Approval of Minutes of the Meeting of October 22, 2020:

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

Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

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

Approval of the proposed changes to Subchapter 7 – Microfilm, Subchapter 8 – Optical Imaging, and Subchapter 11 – Service Fees was moved by Smith and seconded by Willard.

Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

Consideration of Requests:

New Records Disposition Schedule 2021-01, Board of Tests for Alcohol and Drug Influence

Davis introduced Joshua Smith. The Board of Tests for Alcohol and Drug Influence requested new Records Disposition Schedule 2021-01 be created.

Approval of the creation of the new Records Disposition Schedule 2021-01 was moved by Kellogg and seconded by Smith.

Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

Records Disposition Authorization 2021-01, Langston University

Davis introduced Lynne Simpson. Langston University requested Records Disposition Authorization 2021-01 be approved.

Approval of Records Disposition Authorization 2021-01 was moved by Willard and seconded by Kellogg.

Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

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

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

Approval of the Amendment to Records Disposition Schedule 81-14 was moved by Smith and seconded by Kellogg.

Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 88-13, Department of Corrections,
Community Treatment Centers**

The Department of Corrections requested Records Disposition Schedule 88-13 be amended.

Approval of the Amendment to Records Disposition Schedule 88-13 was moved by Willard and seconded by Smith.

Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 89-13, Grand River Dam Authority

The Grand River Dam Authority requested Records Disposition Schedule 89-13 be amended.

Approval of the Amendment to Records Disposition Schedule 89-13 was moved by Kellogg and seconded by Smith.

Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

Amendment to Records Disposition Schedule 86-27, Office of the Governor

The Office of the Governor requested Records Disposition Schedule 86-27 be amended.

Approval of the Amendment to Records Disposition Schedule 86-27 was moved by Willard and seconded by Smith.

Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

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

Davis introduced Fariba Williams, Goldie Thompson, and Sylvia Bryant. 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 Smith.

Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 2002-01, Department of Health,
Commissioner of Health**

The Department of Health requested Records Disposition Schedule 2002-01 be amended.
Approval of the Amendment to Records Disposition Schedule 2002-01 was moved by
Smith and seconded by Kellogg.

Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 87-04, Department of Human Services,
Programs Division**

Davis introduced Mary Gail Foster. The Department of Human Services requested
Records Disposition Schedule 87-04 be amended.
Approval of the Amendment to Records Disposition Schedule 87-04 was moved by
Smith and seconded by Willard.

Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 97-05, Department of Human Services,
General Services**

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
Willard and seconded by Smith.

Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

**Amendment to Records Disposition Schedule 2001-01, Department of Human Services,
Aging Services**

The Department of Human Services requested Records Disposition Schedule 2001-01 be
amended.
Approval of the Amendment to Records Disposition Schedule 2001-01 was moved by
Smith and seconded by Willard.

Kellogg	aye
Smith	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 Smith and seconded by Kellogg.

Kellogg	aye
Smith	aye
Taylor	aye
Willard	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:30 a.m.

Melody A. Kellogg

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