

ARCHIVES AND RECORDS COMMISSION

Administrative Rules Report | Executive Order 2020-03

Comprehensive Review of Administrative Rules as of July 29, 2020

Report Submitted by: Melody Kellogg

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Method Used to Conduct Review: Director of Agency, who serves as Vice-Chair and Secretary of the Archives and Records Commission, and the Rulemaking Liaison read and evaluated each rule as to its necessity. Chris Coffman, Managing Editor of the Office of Administrative Rules in the Office of the Secretary of State, reviewed the rules in Chapter 15 related to notaries.

TOTAL NUMBER OF UNECESSARY, COSTLY, INEFFECTIVE, DUPLICATIVE OR OUTDATE REGULATIONS: 7

Title 60 Archives and Records Commission

Chapter 1-Administrative Operations

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
1-1-1	Purpose	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91
1-1-2	Archives and Records Commission	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91, Amended at 12 Ok Reg 1329, eff 6-1-95
1-1-3	Meetings of the Commission	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91, Amended at 12 Ok Reg 1329, eff 6-1-95; Amended at 15 Ok Reg 1374, eff 4-27-98
1-1-4	State Records Administrator	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91, Amended at 12 Ok Reg 1329, eff 6-1-95
1-1-5	Promulgation of rules	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91, Amended at 12 Ok Reg 1329, eff 6-1-95
1-1-6	Organization, public information, submissions or requests	1991						X	Rules still reflect the active work of the agency and the processes in place.

									Codified 12-31-91, Amended at 12 Ok Reg 1329, eff 6-1-95; Amended at 15 Ok Reg 1375, eff 4-27-98
1-1-7	Requests for promulgation, amendments, or repeal of a rule	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91, Amended at 12 Ok Reg 1329, eff 6-1-95
1-1-8	Petition for declaratory ruling	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91
1-1-9	Severability of rules	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91
1-1-10	Statutory citations	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91

Chapter 10-Archives and Records
Subchapter 1-General Provisions

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
10-1-1	Purpose	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91

Chapter 10-Archives and Records
Subchapter 3-Records

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
10-3-1	Records management program	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91, Amended at 12 Ok Reg 1331, eff 6-1-95
10-3-2	Records scheduling	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91, Amended at 12 Ok Reg 1331, eff 6-1-95
10-3-3	Records disposition authorization	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91
10-3-4	General Schedules and General Records Disposition Authorizations	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91, Amended at 12 Ok Reg 1331, eff 6-1-95
10-3-5	Destruction of duplicate records, substantive	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91, Amended at 12 Ok

	records, ancillary records, nonrecords materials, or damaged records								Reg 1331, eff 6-1-95; Amended at 15 Ok Reg 1375, eff 4-27-98
10-3-6	Access to records transferred to the State Archives	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91, Amended at 12 Ok Reg 1331, eff 6-1-95
10-3-7	Review of records on deposit	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91, Amended at 12 Ok Reg 1331, eff 6-1-95

Chapter 10-Archives and Records
Subchapter 7-Microfilm

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
10-7-1	Authenticity and photographic quality	1991					X		For many years, agencies used microfilm as a method of storing records with long retention periods. Since agencies now rely on electronic copies of records, this rule is no longer necessary. Codified 12-31-91, Amended at 12 Ok Reg 1331, eff 6-1-95
10-7-2	Quality control standards	1991					X		For many years, agencies used microfilm as a method of storing records with long retention periods. Since agencies now rely on electronic copies of records, this rule is no longer necessary. Codified 12-31-91, Amended at 12 Ok Reg 1331, eff 6-1-95
10-7-3	Computer output microfilm (COM)	1991					X		For many years, agencies used microfilm as a method of storing records with long retention periods. Since agencies now rely on electronic copies of records, this rule is no longer necessary. Codified 12-31-91
10-7-4	Micrographics laboratory certification	1991					X		For many years, agencies used microfilm as a method of storing records with long retention periods. Since agencies now rely on electronic copies of records, this rule is no longer necessary. Codified 12-31-91, Amended at 12 Ok Reg 1331, eff 6-1-95; Amended at 15 Ok Reg 1375, eff 4-27-98

Chapter 10-Archives and Records
Subchapter 8-Optical Imaging

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
10-8-1	Purpose	1995						X	Rules still reflect the active work of the agency and the processes in place. Codified 6-1-95, Amended at 12 Ok Reg 1331, eff 6-1-95
10-8-2	Scope	1995						X	Rules still reflect the active work of the agency and the processes in place. Codified 6-1-95, Amended at 12 Ok Reg 1331, eff 6-1-95
10-8-3	Definitions	1995						X	Rules still reflect the active work of the agency and the processes in place. Codified 6-1-95, Amended at 12 Ok Reg 1331, eff 6-1-95
10-8-4	Documentation standards	1995						X	Rules still reflect the active work of the agency and the processes in place. Codified 6-1-95, Amended at 12 Ok Reg 1331, eff 6-1-95
10-8-5	Standards for the creation, use, and storage of records maintained on optical imaging systems	1995						X	Rules still reflect the active work of the agency and the processes in place. Codified 6-1-95, Amended at 12 Ok Reg 1331, eff 6-1-95
10-8-6	Annual compliance report	1996					X		This report was required so that the Commission would be aware of agency records stored in electronic format that had retention periods longer than ten years, which would suggest the records should be considered for migration or reformatting in order to remain accessible over time. At the time the rule was created, conversion to electronic format was not a common practice for records with longer retention periods. Added at 13 Ok Reg 3873, eff 8-8-96 (emergency); Added at 14 Ok Reg 1250, eff 6-1-97

Chapter 10-Archives and Records
Subchapter 10-Video Tapes and Audio Recordings

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
10-10-1	Purpose	1998						X	Rules still relevant and needed. Codified 4-27-98, Added at 15 Ok Reg 1375, eff 4-27-98

10-10-2	Scope	1998						X	Rules still relevant and needed. Codified 4-27-98, Added at 15 Ok Reg 1375, eff 4-27-98
10-10-3	Standards for the storage of records maintained on video tapes and audio tapes	1998						X	Rules still relevant and needed. Codified 4-27-98, Added at 15 Ok Reg 1375, eff 4-27-98

Chapter 10-Archives and Records
Subchapter 11-Service Fees

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
10-11-1	Authority to set fees	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91, Amended at 12 Ok Reg 1331, eff 6-1-95
10-11-2	Archival microfilming service fees	1991					X		For many years, agencies used microfilm as a method of storing records with long retention periods. Now agencies rely on electronic copies of records. The agency no longer provides this service. Codified 12-31-91, Amended at 12 Ok Reg 1331, eff 6-1-95; Amended at 16 Ok Reg 1005, eff 5-14-99
10-11-3	Charges for special equipment and supplies	1991					X		For many years, agencies used microfilm as a method of storing records with long retention periods. Now agencies rely on electronic copies of records. The agency no longer provides this service. Codified 12-31-91
10-11-4	Storage fees	1991						X	Rules still reflect the active work of the agency and the processes in place. Codified 12-31-91, Amended at 17 Ok Reg 1042, eff 7-1-00; Amended at 27 Ok Reg 1120, eff 5-27-10

Chapter 15-Administration of Uniform Real Property Electronic Recording Act
Subchapter 1-General Provisions

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
15-1-1	Purpose	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic

									Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10
15-1-2	Definitions	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10
15-1-3	Glossary of Terms	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10
15-1-4	Authority, interpretation, and severability of rules	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10

Chapter 15- Administration of Uniform Real Property Electronic Recording Act
 Subchapter 3-Electronic Recording Standards

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
15-3-1	Data and document standards	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10
15-3-2	Web portals standards	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10
15-3-3	Business rules	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10
15-3-4	Security	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10

15-3-5	Electronic signatures	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10
15-3-6	Notary acknowledgment	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10
15-3-7	File formats for electronic recording	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10
15-3-8	Processing electronic recordings	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10
15-3-9	Records retention and preservation	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10
15-3-10	Payment of recording fees	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10
15-3-11	E-Recording Models	2010						X	These rules reflect the technical standards necessary to implement the Uniform Real Property Electronic Recording Act. Codified 6-11-10, Added at 27 Ok Reg 1369, eff 6-11-10

END OF REPORT