



## Agenda

### Archives and Records Commission

January 23, 2025 | 11:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street

Oklahoma City, OK 73105

All participating members of the Commission will be in person at the above meeting location. The meeting is open to the public. This meeting is being conducted under the provisions of the Open Meeting Act as provided in Title 25, Oklahoma Statutes §§ 301-314.

#### 1. Call to Order and Roll Call

Audrey Rockwell, Chair

Natalie Currie, Vice Chair and Secretary

Caleb McDonald, Proxy for Lieutenant Governor

Lisa Hodges, Proxy for State Auditor and Inspector

Kiran Nallayahgari, Proxy for State Treasurer

#### 2. Consideration and possible approval of minutes for the October 24, 2024 meeting

#### 3. State Archives and Records Management Division Activity Report

#### 4. Consideration and possible approval of Records Retention Schedules and Records Disposition Authorizations

- a.\* 1984-08 [AMD] Tax Commission, Headquarters  
2024-01 [AMD] Tax Commission
- b. 1990-03 [AMD] State Regents for Higher Education
- c.\* 1992-17 [AMD] Health, Protective Health Services  
2002-02 [AMD] Health, Family Health  
2003-05 [AMD] Health, County Health Departments
- d.\* 2003-03 [AMD] Human Services, Office of Client Advocacy  
2002-01 [AMD] Health, Commissioner of Health

#### 5. Adjournment

Key to abbreviations used above:

[AMD] Amendment to a Records Disposition Schedule

[NEW] Records Disposition Schedule

[RDA] Records Disposition Authorization

*\*Any agenda item(s) with an asterisk will be acted upon by one vote unless any board member desires to have a separate vote on any or all of these items.*



Archives and Records Commission  
Meeting Minutes, October 24, 2024

All participating members of the Commission met in person at the above meeting location. The meeting was open to the public and was conducted under the provisions of the Open Meeting Act as provided in Title 25, Oklahoma Statutes §§ 301-314. The agenda was posted on the front window of the Oklahoma Department of Libraries building on October 18, 2024, and on the agency’s website on October 21, 2024.

1. Call to Order and Roll Call:

Audrey Rockwell called the meeting to order at 11:01 a.m.

Members present:

Audrey Rockwell	Chair
Natalie Currie	Vice Chair and Secretary
Lisa Hodges	Proxy for State Auditor
Caleb McDonald	Proxy for Lt. Governor
Kiran Nallayahgari	Proxy for State Treasurer

Also present:

Madalynn Martin	Office of the Attorney General
Patricia Nunes	Department of Libraries
Alyssa Vaughn	Department of Libraries
Taylor Ferguson	Oklahoma Tax Commission
Remington Dean	Office of the Governor
Kendra Robben	Central Interstate Low-Level Radioactive Waste Compact Commission

2. Approval of minutes for the meeting held July 25, 2024:

Approval of the Minutes was moved by Nallayahgari and seconded by Currie.

Currie	aye
Hodges	abstain
McDonald	aye
Nallayahgari	aye
Rockwell	aye

3. State Archives and Records Management Division Activity Report

Patricia Nunes shared highlights from the report covering July 13 to October 16, 2024.

4. Approval of meeting schedule for 2025

Approval of the proposed dates for Commission meetings in 2025 was moved by Nallayahgari and seconded by Currie.

Currie	aye
Hodges	aye
McDonald	aye
Nallayahgari	aye
Rockwell	aye

Dates for 2025 meetings, as approved by the Commission, will be:

January 23, 2025  
 April 24, 2025  
 July 24, 2025  
 October 23, 2025

5. Consideration of Requests:

a. Office of the Governor

- i. Amendment to Records Disposition Schedule 1986-27
- ii. New Records Disposition Schedule 2024-04

The Office of the Governor requested Records Disposition Schedule 1986-27 be amended and New Records Disposition Schedule 2024-04 be created. Hodges asked why the retention for series 1-2A in Schedule 1986-27 was being changed from 10 years to 1 year. Remington Dean stated the Judicial Nominating Commission is the office of record and keeps the records longer. Approval of the amendments to Records Disposition Schedule 1986-27 and the creation of New Records Disposition Schedule 2024-04 was moved by Currie and seconded by McDonald.

Currie	aye
Hodges	aye
McDonald	aye
Nallayahgari	aye
Rockwell	aye

b. Oklahoma Tax Commission

- i. Amendment to Records Disposition Schedule 1984-04, Headquarters Division
- ii. Amendment to Records Disposition Schedule 2024-01

The Oklahoma Tax Commission requested Records Disposition Schedules 1984-04 and 2024-01 be amended. Currie noted series 12-3 in Schedule 2024-01 mistakenly refers to series 19-1 and 19-2 which should be 12-1 and 12-2. Approval of the amendments to Records Disposition Schedules 1984-04 and 2024-01, with the amendment to series 12-3 in Schedule 2024-01, was moved by Rockwell and seconded by Nallayahgari.

Currie	aye
Hodges	aye
McDonald	aye
Nallayahgari	aye
Rockwell	aye

c. Department of Health

- i. Amendment to Records Disposition Schedule 1992-17, Protective Health Services
- ii. Amendment to Records Disposition Schedule 2002-01, Commissioner of Health

The Department of Health requested Records Disposition Schedules 1992-17 and 2002-01 be withdrawn from consideration.

d. Department of Human Services

- i. Amendment to Records Disposition Schedule 2003-03, Office of Client Advocacy

The Department of Human Services requested Records Disposition Schedule 2003-03 be withdrawn from consideration.

e. Central Interstate Low-Level Radioactive Waste Compact Commission

- ii. New Records Disposition Schedule 2024-05

The Central Interstate Low-Level Radioactive Waste Compact Commission requested New Records Disposition Schedule 2024-05 be created. Approval of the creation of New Records Disposition Schedule 2024-05 was moved by Currie and seconded by McDonald.

Currie	aye
Hodges	aye
McDonald	aye

Nallayahgari aye  
Rockwell aye

**New Business:**

No new business was conducted at this time.

**Adjournment:**

The meeting was adjourned at 11:23 a.m.

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Audrey Rockwell, Chair

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Natalie Currie, Vice Chair and Secretary  
Oklahoma Department of Libraries

## Archives and Records Management Department Activity Report

October 17, 2024 – January 17, 2025

### Staffing

- Madelyn Chambers retired on November 1 with 22 years of service
- Intern Delaney Parker's last day was on November 27
- Melanie Brooks started on December 16 as the Government Records Manager

### State Archives

#### *Projects*

- An intern is creating a finding aid for the Closed Bank Files from the State Banking Department to improve the accessibility of the records.
- Uploaded 7 state agency reports to the Archives.OK.Gov collection on Digital Prairie, and 2 allotment registers to the Oklahoma Collection.
- Transfers to the State Archives include 1 cubic foot from the State Historic Preservation Office.

### Records Management

#### *Training*

- Provided training on digitization and electronic archiving to the director of the Central Interstate Low-Level Radioactive Waste Commission, October 30
- Provided training to the Schedule Review and Consolidation Committee from the Corporation Commission, December 1

#### *State Records Center and Annex*

- Transfers to the State Records Center include 281 cubic feet from the Attorney General, Department of Agriculture, Ethics Commission, Employment Security Commission, Department of Labor, Secretary of State, and Senate.
- Destructions from the State Records Center include 116 cubic feet of records for the Corporation Commission and OMES.
- Completed the deployment of Gimmel Physical, an inventory software to improve our management of the Records Center, December 18

### Outreach

- Provided a State Archives tour for Judge Thad Balkman and Representative Nicole Miller, October 28
- Provided a State Archives tour for Representative Chad Caldwell, January 13

### Statistics

- Staff responded to 119 reference requests in the second quarter of SFY 2025
- Staff responded to 171 requests for corner records during the second quarter of SFY 2025 and processed 1,895 new corner record filings. Corner records generated a revenue of \$10,712 during the period.

ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA TAX COMMISSION**

**Headquarters Division**

Amendments to Records Disposition Schedule **84-08**

**\* January 23, 2025 \***

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Summary

Agency requests Introduction be amended.

- 1-1 Agency requests series be amended and transferred to Schedule 2024-01, Series 9-1.
- 1-2 Agency requests series be amended and transferred to Schedule 2024-01, Series 9-2.
- 1-3 Agency requests series be amended and transferred to Schedule 2024-01, Series 9-3.
- 3-1 Agency requests series be amended and transferred to Schedule 2024-01, Series 9-4.
- 3-4 Agency requests this series be deleted. These records are convenience copies.
- 4-4 Agency requests series be amended and transferred to Schedule 2024-01, Series 9-5.

ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA TAX COMMISSION**

**Headquarters Division**

Amendments to Records Disposition Schedule **84-08**

**\* January 23, 2025 \***

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This Consolidated Records Disposition Schedule encompasses the original disposition schedule approved January 16, 1985, and subsequent amendments approved April 22, 2004, July 28, 2005, October 27, 2005, April 16, 2009, April 26, 2018, October 22, 2020, and October 24, 2024; and an Archives and Records Commission Resolution dated April 15, 1987. In accordance with an Archives and Records Commission Resolution of July 15, 1998, where applicable, references to the General Records Disposition Schedule have been updated to reflect current titles and series numbers.

This schedule is superseded by Schedule 2024-01, as approved by the Archives and Records Commission on January 23, 2025.

Convenience or Reference Copies

Copies of records created for the user's convenience may be destroyed when they are no longer required for administrative purposes. Access restrictions, if any, apply to copies and originals alike. It is not necessary to request approval for destruction of convenience copies of records.

Record Format

Individual agencies, boards, commissions, and institutions shall maintain individual record series in the most efficient and cost-effective format consistent with sound records management principles, state and federal laws, rules and regulations, court decisions, and their individual records keeping needs.

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (75 O.S. §250 *et seq.*), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.

Information regarding requirements for specific record formats is located in the Introduction to the General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found at the Oklahoma Department of Libraries website.

The following records previously included in this schedule are included in the General Records Disposition Schedule, effective July 28, 2005.

Vice Chairman:	Series 2-1, 2-2, 2-4
Secretary-Member:	Series 3-2
Administration:	Series 4-2

All records, including temporary and permanent records, may be stored at the State Records Center, located at 426 E. Hill Street. For information regarding charges for these services, contact the Oklahoma Department of Libraries State Records Center.



ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA TAX COMMISSION**

**Headquarters Division**

Amendments to Records Disposition Schedule **84-08**

**\* January 23, 2025 \***

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Chairman

1-1 **Correspondence Files**

Description: Files consist of incoming letters and memos and copies of outgoing responses relating to operations of the Oklahoma Tax Commission, including division reports and related documents.

~~Volume: two (2) cubic feet per year~~

Disposition: Retain ~~in office~~ permanently.  
Amend and transfer to Schedule 2024-01, Series 9-1, January 23, 2025

1-2 **County Excise Board Appointments (Confidential Record 68 O.S. § 205)**

Description: Files consist of County excise board appointments by Tax Commission and related correspondence.

~~Volume: less than one cubic foot per year~~

Disposition: Retain ~~in office~~ permanently.  
Amend and transfer to Schedule 2024-01, Series 9-2, January 23, 2025

1-3 **Motor License Agents Appointments (Confidential Record 68 O.S. § 205)**

Description: Compilation of motor license agent appointments and related correspondence.

~~Volume: less than one cubic foot per year~~

Disposition: Retain in office permanently.  
Amend and transfer to Schedule 2024-01, Series 9-3, January 23, 2025

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA TAX COMMISSION

Headquarters Division

Amendments to Records Disposition Schedule **84-08**

**\* January 23, 2025 \***

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Secretary-Member

3-1 **Tax Commission Orders (Confidential Record 68 O.S. § 205)**

Description: Files contain official orders issued by the Commission regarding tax payments, waivers of payment, cancellations, and other actions.

Volume: less than 1 cubic foot per year

Disposition: Retain ~~in office~~ permanently.  
Amend and transfer to Schedule 2024-01, Series 9-4, January 23, 2025

3-4 **~~Correspondence and Reports~~**

Description: ~~File contains copies of the documents in Series 1-1.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, January 23, 2025

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA TAX COMMISSION

Headquarters Division

Amendments to Records Disposition Schedule 84-08

\* January 23, 2025 \*

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Administration

4-4 **“Protest Files” (Essential Record 67 O.S. § 203 (e)) (Confidential Record 68 O.S. § 205)**

Description: Closed court files of all administrative proceedings held before the Administrative Law Judges of the Oklahoma Tax Commission. The court file contains all filings of Protestant (Taxpayer) and Office of General Counsel, correspondence, motions, depositions, orders, “Findings, Conclusions and Recommendations”, Commission Order and related material. Recorded audio tape of “Protest Hearings” may be included.

Volume: approximately fifteen (15) cubic feet per year

Disposition: Retain permanently in office and transfer data to optical disks. ~~Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered on disk and after storing a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%.~~

Retain audio recordings ~~tape(s)~~ until no longer required for administrative purposes, then delete or 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.

Amend and transfer to Schedule 2024-01, Series 9-5, January 23, 2025

ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA TAX COMMISSION**

Amendments to Records Disposition Schedule **2024-01**

**\* January 23, 2025 \***

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Summary

Agency requests Introduction be amended.

9-1 Agency requests series be transferred from Schedule 1984-08, Series 1-1.

9-2 Agency requests series be transferred from Schedule 1984-08, Series 1-2.

9-3 Agency requests series be transferred from Schedule 1984-08, Series 1-3.

9-4 Agency requests series be transferred from Schedule 1984-08, Series 3-1.

9-5 Agency requests series be transferred from Schedule 1984-08, Series 4-4.

9-6 Agency requests series be added to its schedule.

9-7 Agency requests series be added to its schedule.

9-8 Agency requests series be added to its schedule.

ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA TAX COMMISSION**

Amendments to Records Disposition Schedule **2024-01**

**\* January 23, 2025 \***

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This records disposition schedule encompasses the original schedule approved by the Archives and Records Commission on January 25, 2024, and subsequent amendments approved by the Commission on April 25, 2024, July 25, 2024, and October 24, 2024. It supersedes Schedules 1982-35, 1983-09, 1984-08, 1984-11, and 2023-01.

Legal Requirements

Records may be destroyed at their stated retention provided all audits have been completed and accepted by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies. Records with specific time periods in their disposition require authorization from the State Librarian, as the State Records Administrator, serving on behalf of the Archives and Records Commission in accordance with OAC 60:10-3-2(b).

Confidentiality of Records

The records of the Oklahoma Tax Commission concerning the administration of the Uniform Tax Procedure Code or of any state tax law shall be considered confidential and privileged, except as otherwise provided for by law (68 O.S. §205).

Convenience or Reference Copies

Copies of records created for the user's convenience may be destroyed when they are no longer required for administrative purposes. Access restrictions, if any, apply to copies and originals alike. It is not necessary to request approval for destruction of convenience copies of records.

Record Format

Individual agencies, boards, commissions, and institutions shall maintain individual record series in the most efficient and cost-effective format consistent with sound records management principles, state and federal laws, rules and regulations, court decisions, and their individual records keeping needs.

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (75 O.S. §250 *et seq.*), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.

In order to maintain individual record series in the most efficient and cost-effective format, the Oklahoma Tax Commission maintains most agency records in electronic format. Records not initially created in electronic format may be converted to that format by creating a digital image of the original record or by entering data from the original record. After this process is complete and verified, the original record will be destroyed. Electronic backup copies of records are stored in an off-site storage area operated and managed by the Office of Management and Enterprise Services.

Information regarding requirements for specific record formats is located in the Introduction to the General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found at the Oklahoma Department of Libraries website.

ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA TAX COMMISSION**

Amendments to Records Disposition Schedule **2024-01**

**\* January 23, 2025 \***

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Headquarters

**9-1      Correspondence Files**

Description:      Files consist of incoming letters and memos and copies of outgoing responses relating to operations of the Oklahoma Tax Commission, including division reports and related documents.

Disposition:      Retain permanently.  
Transfer from Schedule 1984-08, Series 1-1, January 23, 2025

**9-2      County Excise Board Appointments (Confidential Record 68 O.S. § 205)**

Description:      Files consist of County excise board appointments by Tax Commission and related correspondence.

Disposition:      Retain permanently.  
Transfer from Schedule 1984-08, Series 1-2, January 23, 2025

**9-3      Motor License Agents Appointments (Confidential Record 68 O.S. § 205)**

Description:      Compilation of motor license agent appointments and related correspondence.

Disposition:      Retain in office permanently.  
Transfer from Schedule 1984-08, Series 1-3, January 23, 2025

**9-4      Tax Commission Orders (Confidential Record 68 O.S. § 205)**

Description:      Files contain official orders issued by the Commission regarding tax payments, waivers of payment, cancellations, and other actions.

Disposition:      Retain permanently.  
Transfer from Schedule 1984-08, Series 3-1, January 23, 2025

**OKLAHOMA TAX COMMISSION**  
Amendments to Records Disposition Schedule **2024-01**

**\* January 23, 2025 \***

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Headquarters

**9-5      “Protest Files” (Essential Record 67 O.S. § 203 (e)) (Confidential Record 68 O.S. § 205)**

Description:      Closed court files of all administrative proceedings held before the Administrative Law Judges of the Oklahoma Tax Commission. The court file contains all filings of Protestant (Taxpayer) and Office of General Counsel, correspondence, motions, depositions, orders, “Findings, Conclusions and Recommendations”, Commission Order and related material. Recorded audio tape of “Protest Hearings” may be included.

Disposition:      Retain permanently.

Retain audio recordings until no longer required for administrative purposes, then delete or 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.  
Transfer from Schedule 1984-08, Series 4-4, January 23, 2025

**9-6      Legislative Files**

Refer to Consolidated General Records Disposition Schedule, Series 1-6.  
Add to schedule, January 23, 2025

**9-7      Minutes—Official**

Refer to Consolidated General Records Disposition Schedule, Series 1-1.  
Add to schedule, January 23, 2025

**9-8      Minutes**

Refer to Consolidated General Records Disposition Schedule, Series 1-2.  
Add to schedule, January 23, 2025

ARCHIVES AND RECORDS COMMISSION

**STATE REGENTS FOR HIGHER EDUCATION**

Amendments to Records Disposition Schedule **90-03**

**\* January 23, 2025 \***

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Summary

- 1-1 Agency requests series be amended.
- 1-2 Agency requests series be amended.
- 1-3 Agency requests series be amended.
- 1-5 Agency requests series be amended.
- 1-6 Agency requests series be deleted from its schedule. These records are not produced by the agency and copies have never been received by the agency.
- 1-7 Agency requests series be deleted from its schedule. These records are not produced by the agency and copies have never been received by the agency.
- 1-8 Agency requests be amended.
- 1-10 Agency requests series be deleted from its schedule. These records are included in the General Records Disposition Schedule, Series 1-13.
- 1-11 Agency requests series be deleted from its schedule. These records are not produced by the agency and copies have never been received by the agency.
- 1-12 Agency requests series be deleted from its schedule. These records are included in the General Records Disposition Schedule, Series 1-42.
- 1-14 Agency requests series be deleted from its schedule. These records are included in the General Records Disposition Schedule, Series 1-21.
- 2-81 Agency requests series be deleted from its schedule. These records are not produced by the agency and copies have never been received by the agency.
- 3-6 Agency requests series be deleted from its schedule. These records are not produced by the agency and copies have never been received by the agency.
- 5-1 Agency requests series be deleted from its schedule. These records are not produced by the agency and copies have never been received by the agency.



ARCHIVES AND RECORDS COMMISSION

STATE REGENTS FOR HIGHER EDUCATION

Amendments to Records Disposition Schedule 90-03

\* January 23, 2025 \*

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Administrative Records

1-1 **State Regents Correspondence Files** (Record Copy)

Description: Files consist of incoming letters and copies of outgoing responses to and from the members of the Oklahoma State Regents for Higher Education.

Disposition: Retain official copy in office two (2) years, then transfer to the State Archives for permanent preservation. Retain one (1) copy in office permanently. Retain in office and review on an annual basis. After completing the review, transfer documents to longer required for administrative purposes, with authority to weed, to the State Archives for permanent preservation.

1-2 **Chancellor's Correspondence Files** (Record Copy)

Description: Files consist of incoming letters and copies of outgoing responses to and from the Chancellor of Higher Education.

Disposition: Retain official copy in office two (2) years, then transfer to the State Archives for permanent preservation. Retain one (1) copy in office permanently. Retain in office and review on an annual basis. After completing the review, transfer documents no longer required for administrative purposes, with authority to weed, to the State Archives for permanent preservation.

1-3 **Vice-Chancellor's Correspondence Files** (Record Copy)

Description: Files consist of incoming letters and copies of outgoing responses to and from the Vice-Chancellors for Higher Education.

Disposition: Retain official copy in office two (2) years, then transfer to the State Archives for permanent preservation. Retain one (1) copy in office permanently. Retain in office and review on an annual basis. After completing the review, transfer documents no longer required for administrative purposes, with authority to weed, to the State Archives for permanent preservation.

1-5 **Agendas** (Record Copy)

Description: Agendas for meetings of the Oklahoma State Regents for Higher Education.

Disposition: Retain official copy in office two (2) years, then transfer to the State Archives for permanent preservation. Retain one (1) copy in office permanently. Transfer one (1) copy to the State Archives with each set of applicable Minutes (Series 1-4) and destroy copies when no longer required for administrative purposes.

STATE REGENTS FOR HIGHER EDUCATION

Amendments to Records Disposition Schedule 90-03

\* January 23, 2025 \*

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Administrative Records

1-6 ~~Minutes of Governing Boards other than the Oklahoma State Regents for Higher Education~~

Description: ~~File contains copies of the Minutes of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, the Board of Regents of Oklahoma Colleges, and the Boards of Regents of individual state supported universities and colleges.~~

Disposition: ~~Transfer one (1) copy to the State Archives, with authority to weed, for permanent preservation. Destroy other copies when no longer required for administrative purposes.~~  
Delete from schedule, January 23, 2025

1-7 ~~Agendas for Governing Boards other than the Oklahoma State Regents for Higher Education~~

Description: ~~File contains copies of Agendas for the meetings of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, the Board of Regents of Oklahoma Colleges, and the Boards of Regents of individual state supported universities and colleges.~~

Disposition: ~~Transfer one (1) copy to the State Archives, with authority to weed, for permanent preservation. Destroy other copies when no longer required for administrative purposes.~~  
Delete from schedule, January 23, 2025

1-8 **Board of Regents Membership File (Record Copy)**

Description: Files pertain to persons appointed by the Governor to the Oklahoma State Regents for Higher Education and contain copies of appointments, biographical data, and other documents.

Disposition: Retain official copy in office two (2) years, then transfer to the State Archives for permanent preservation. Retain one (1) copy in office permanently. Retain in office and transfer records pertaining to individual members to the State Archives for permanent preservation when member's term expires.

ARCHIVES AND RECORDS COMMISSION

STATE REGENTS FOR HIGHER EDUCATION

Amendments to Records Disposition Schedule 90-03

\* January 23, 2025 \*

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Administrative Records

1-10 ~~**Policies and Procedures File**~~ (Record Copy)

Description: File contains record copy of the policies and procedures adopted by the Oklahoma State Regents for Higher Education.

Disposition: Transfer one (1) copy of Policies and Procedures and one (1) copy of all revisions to the State Archives for permanent preservation and retain one (1) copy of Policies and Procedures and one (1) copy of all revisions permanently in office.  
Delete from schedule, January 23, 2025

1-11 ~~**Audit Reports (Universities and Colleges)**~~

Description: File contains copies of all financial and special audits conducted at state supported universities and colleges by the staff of the State Auditor and Inspector and private auditors.

Disposition: Retain in office until no longer required for administrative purposes, then transfer to the State Archives, with authority to weed, for permanent preservation.  
Delete from schedule, January 23, 2025

1-12 ~~**Audit Reports (Oklahoma State Regents for Higher Education)**~~

Description: File contains copies of all financial and special audits of the Oklahoma State Regents for Higher Education conducted by the staff of the State Auditor and Inspector and private auditors.

Disposition: Retain in office three (3) years, then transfer to the State Archives, with authority to weed, for permanent preservation.  
Delete from schedule, January 23, 2025

1-14 ~~**Litigation Files**~~ (Record copy)

Description: Files pertain to litigations involving the Oklahoma State Regents for Higher Education and contain copies of legal briefs and petitions, staff notes, and other documents.

Disposition: Retain in office and transfer individual files to the State Archives for permanent preservation two (2) years after exhaustion of all legal remedies.  
Delete from schedule, January 23, 2025

ARCHIVES AND RECORDS COMMISSION

STATE REGENTS FOR HIGHER EDUCATION

Amendments to Records Disposition Schedule 90-03

\* January 23, 2025 \*

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Financial Records--Oklahoma State Regents for Higher Education

2-81 ~~State Universities and Colleges Budget Allocation Record (Record Copy)~~

Description: ~~Records relate to apportionment to state appropriated funds to universities and colleges and contain budget requests and budget work programs submitted by institutions, enrollment statistics, correspondence, and records of funds allocated to individual institutions.~~

Disposition: ~~Retain in office five (5) years, then transfer to the State Archives, with authority to weed, for permanent preservation provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending transfer two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

Delete from schedule, January 23, 2025

ARCHIVES AND RECORDS COMMISSION

STATE REGENTS FOR HIGHER EDUCATION

Amendments to Records Disposition Schedule 90-03

\* January 23, 2025 \*

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Personnel Records--Oklahoma State Regents for Higher Education

3-6 **Affirmative Action File**

Description: ~~File pertains to affirmative action policies for the state-supported system of higher education and contains correspondence, Affirmative Action Plans, copies of reports submitted to the Equal Opportunity Employment Commission, and other records.~~

Disposition: ~~Retain in office and review on an annual basis. After completing the review transfer documents three (3) years old or older no longer required for administrative purposes, with authority to weed, to the State Archives for permanent preservation.~~

Delete from schedule, January 23, 2025

ARCHIVES AND RECORDS COMMISSION

STATE REGENTS FOR HIGHER EDUCATION

Amendments to Records Disposition Schedule 90-03

\* January 23, 2025 \*

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Personnel Records--Other Governing Boards and State-Supported Universities and Colleges

5-1 ~~Affirmative Action Files (Universities and Colleges)~~

~~Description: Files pertain to affirmative action policies implemented by state-supported universities and colleges and contain affirmative action plans, copies of reports submitted to the Equal Opportunity Employment Commission, correspondence, and other records.~~

~~Disposition: Retain in office and review on an annual basis. After completing the review transfer records no longer required for administrative purposes to the State Archives, with authority to weed, for permanent preservation.~~  
Delete from schedule, January 23, 2025

ARCHIVES AND RECORDS COMMISSION

**STATE DEPARTMENT OF HEALTH**  
**Protective Health Services**  
Amendments to Records Disposition Schedule **92-17**

**\* January 23, 2025 \***

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Summary

1-1 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

**STATE DEPARTMENT OF HEALTH**  
**Protective Health Services**  
Amendments to Records Disposition Schedule **92-17**

**\* January 23, 2025 \***

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Jail Inspection Division

1-1 **City and County Jail General File (Record Copy)**

Description: File contains inspection reports, incident reports, correspondence, city and county jails jail inspection documents, jailer training documentation, death records, complaint records, investigation reports, annual reports, and related information.

Volume: one (1) cubic foot per year

Disposition: ~~Retain in office and transfer to an electronic format. Destroy hard copy documents upon verification that all records have been successfully entered into electronic format. Delete electronic records when they become five (5) ten (10) years, then destroy,~~ provided no legal action is pending. If legal actions are pending, destroy two (2) years after notice or advisement of exhaustion of all legal remedies, provided records meet all stipulated requirements.



ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA STATE DEPARTMENT of HEALTH**

**Family Health**

Amendments to Records Disposition Schedule **2002-02**

**\* January 23, 2025 \***

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Summary

7-7 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA STATE DEPARTMENT of HEALTH  
Family Health  
Amendments to Records Disposition Schedule 2002-02

\* January 23, 2025 \*

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Early Intervention

7-7 **Child Client File: Birth to Three (3)** (Record copy) (Confidential Record 34 CFR Part 99)

Description: Files pertain to Early Intervention Program services provided at ~~Oklahoma County and Tulsa County offices~~. They contain 1. Intake: referral forms, initial home visit report, clinical intake. 2. Progress notes. 3. Parent contact reports. 4. Incoming and copies of outgoing correspondence. 5. Individualized Family Service Plan (IFSP), Reviews: including multidisciplinary Evaluation Team summary, IFSP reports, Services Delivery Summary, Family Agreement, Multidisciplinary Team Report. 6. Evaluations: updates for reviews, staffing sheet. 7. Medical: medical records, prescriptions. 8. Forms: Consent to Release of Information (3rd parties), Consent to Obtain Information (3rd parties), Permission to Share Information, and any related information.

Volume: twenty-four (24) cubic feet per year

Disposition: Retain in office seven (7) years from the date last services were rendered, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, and 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.

ARCHIVES AND RECORDS COMMISSION

**STATE DEPARTMENT OF HEALTH**  
**County Health Departments**  
Amendments to Records Disposition Schedule **2003-05**

**\* January 23, 2025 \***

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Summary

1-13A      Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

STATE DEPARTMENT OF HEALTH

County Health Departments

Amendments to Records Disposition Schedule 2003-05

\* January 23, 2025 \*

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Administration

**1-13A Child Client Records (Record Copy) (Confidential Record 43A O.S. § 3-422)**

Description: File pertains to medical records for clients who are unable to self-consent when services were initiated. Records include summary sheets, reports of physical examinations, medical histories, tests results and evaluations, nursing staff assessments, screenings, admission data, operative reports, pathological reports, treatment plans, limited visit records, and other clinical records. This includes Parent Pro files and all their associated programs, Sports Physicals maintained in event folder, and all Tuberculosis (TB) records, including preventative care and/or active TB. This file does not pertain to EI/SoonerStart records; see Schedule 2002-02, Series 7-7.

Volume: two (2) cubic feet per year

Disposition: Retain in office until the client reaches the age of twenty-one (21) 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.

OR

Retain in office and transfer records to an electronic format. Destroy hard copy documents two (2) years after last visit or date of last medical contact, except those that cannot be reproduced in a legible and readable condition, upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. Delete electronic records and destroy all below standard documents after the client reaches the age of twenty-one (21) years, 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.

ARCHIVES AND RECORDS COMMISSION

**DEPARTMENT OF HUMAN SERVICES  
OFFICE OF CLIENT ADVOCACY**

Amendments to Records Disposition Schedule **2003-03**

**\* January 23, 2025 \***

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Summary

Agency requests Introduction be amended.

- 1-1 Agency requests series be transferred to OSDH Schedule 2002-01, Series 14-1.
- 1-2 Agency requests series be transferred to OSDH Schedule 2002-01, Series 14-2.
- 1-3 Agency requests series be transferred to OSDH Schedule 2002-01, Series 14-3.
- 1-5 Agency requests series be amended and transferred to OSDH Schedule 2002-01, Series 14-4.
- 1-6 Agency requests series be transferred to OSDH Schedule 2002-01, Series 14-5.
- 1-9 Agency requests series be transferred to OSDH Schedule 2002-01, Series 14-6.
- 1-11 Agency requests series be transferred to OSDH Schedule 2002-01, Series 14-7.
- 1-12 Agency requests series be transferred to OSDH Schedule 2002-01, Series 14-8.

ARCHIVES AND RECORDS COMMISSION

**DEPARTMENT OF HUMAN SERVICES  
OFFICE OF CLIENT ADVOCACY**

Amendments to Records Disposition Schedule **2003-03**

**\* January 23, 2025 \***

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This Records Disposition Schedule encompasses the new schedule approved by the Archives and Records Commission on April 24, 2003, and subsequent amendments on October 26, 2006, and October 21, 2021. The Office of Client Advocacy was transferred to the Oklahoma State Department of Health in 2024, and the entirety of this schedule was transferred to Schedule 2002-01 by the Archives and Records Commission on January 23, 2025.

#### Convenience or Reference Copies

Copies of records created for the user's convenience may be destroyed when they are no longer required for administrative purposes. Access restrictions, if any, apply to copies and originals alike. It is not necessary to request approval for destruction of convenience copies of records.

#### Record Format

Individual agencies, boards, commissions, and institutions shall maintain individual record series in the most efficient and cost-effective format consistent with sound records management principles, state and federal laws, rules and regulations, court decisions, and their individual records keeping needs.

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (75 O.S. §250 et seq.), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.

Information regarding requirements for specific record formats is located in the Introduction to the General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found at the Oklahoma Department of Libraries website.

All records, including temporary and permanent records, may be stored at the State Records Center, located at 426 E. Hill Street. For information regarding charges for these services, contact the Oklahoma Department of Libraries State Records Center.

Department of Human Services records may be in a variety of formats including paper, electronic, or microfilm.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES  
OFFICE OF CLIENT ADVOCACY

Amendments to Records Disposition Schedule 2003-03

\* January 23, 2025 \*

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1-1 **Correspondence (Office of Client Advocacy Administration)**

**Description:** ~~File contains correspondence, memos and reports of the Office of Client Advocacy administrator (the Advocate General) and other persons acting in the role of administration (including programs managers and programs administrators).~~

~~Records may be in a variety of formats including paper, electronic, or microfilm.~~

**Volume:** ~~six (6) cubic feet per year~~

**Disposition:** ~~Retain five (5) years, then destroy, provided no legal actions are pending and approval to destroy records has been received from the State Records Administrator. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

~~Transfer to Department of Health Schedule 2002-01, Series 14-1, January 23, 2025~~

1-2 **Correspondence (Office of Client Advocacy Managers and Supervisors)**

**Description:** ~~File contains correspondence, memos and reports of the Office of Client Advocacy's managers, supervisors and other persons acting in the role of a manager or supervisor.~~

~~Records may be in a variety of formats including paper, electronic, or microfilm.~~

**Volume:** ~~twenty eight (28) cubic feet per year~~

**Disposition:** ~~Retain three (3) years, then destroy, provided no legal actions are pending and approval to destroy records has been received from the State Records Administrator. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

~~Transfer to Department of Health Schedule 2002-01, Series 14-2, January 23, 2025~~

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES  
OFFICE OF CLIENT ADVOCACY

Amendments to Records Disposition Schedule 2003-03

\* January 23, 2025 \*

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1-3 ~~Correspondence (Other Office of Client Advocacy Employees)~~

~~Description:~~ File contains correspondence, memos and reports of the Office of Client Advocacy employees not acting in the roles of administration, managers, or supervisors.

~~Records may be in a variety of formats including paper, electronic, or microfilm.~~

~~Volume:~~ eighty (80) cubic feet per year

~~Disposition:~~ Retain until no longer required for administrative purposes, and then destroy.  
Transfer to Department of Health Schedule 2002-01, Series 14-3, January 23, 2025

1-5 **Grievance and Review Files (Confidential Record 10A O.S. § 1-6-101—108; 10A O.S. § 1-9-112)**

Description: File contains materials concerning grievances filed by or on behalf of ~~DHS~~ Department of Health clients, processing of grievances for resolution, and any review by the Grievance and Abuse Review Committee.

Records may be in a variety of formats including paper, electronic, or microfilm.

Volume: ten (10) cubic feet per year

Disposition: Retain three (3) years after resolution in the agency, then destroy, provided no legal actions are pending and approval to destroy records has been received from the State Records Administrator. 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 to Department of Health Schedule 2002-01, Series 14-4, January 23, 2025



ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES  
OFFICE OF CLIENT ADVOCACY

Amendments to Records Disposition Schedule 2003-03

\* January 23, 2025 \*

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1-6 ~~Investigative Files (Confidential Record 10A O.S. § 1-6-101—108; 10A O.S. § 1-9-112)~~

~~Description: File contains referrals to the Office of Client Advocacy (OCA) of allegations of client maltreatment (abuse, neglect, exploitation, and caretaker misconduct) and other types of investigations conducted by OCA (10A O.S. § 1-9-112). They include any action taken by OCA in response, including investigation reports, reviews by the Grievance and Abuse Review Committee, and processing for the Community Services Worker Registry (56 O.S. § 1025.3).~~

~~Records may be in a variety of formats including paper, electronic, or microfilm.~~

~~Volume: twenty (20) cubic feet per year~~

~~Disposition: Retain twenty five (25) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, no legal actions are pending, and approval to destroy records has been received from the State Records Administrator. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

~~Transfer to Department of Health Schedule 2002-01, Series 14-5,  
January 23, 2025~~

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES  
OFFICE OF CLIENT ADVOCACY

Amendments to Records Disposition Schedule 2003-03

\* January 23, 2025 \*

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~~1-9~~ **Investigative Records (Recordings) (Confidential Record 10A O.S. § 1-6-101 — 108; 10A O.S. § 1-9-112)**

~~Description: File contains recordings of interviews conducted by investigators during an Office of Client Advocacy (OCA) investigation of allegations of client maltreatment (abuse, neglect, exploitation, and caretaker misconduct) and other types of investigations conducted by OCA (10 O.S. § 1-9-112).~~

~~Records may be in a variety of formats including paper, electronic, or microfilm.~~

~~Volume: two (2) cubic feet per year~~

~~Disposition: Retain two (2) years, then destroy, provided no legal actions are pending and approval to destroy records has been received from the State Records Administrator. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention periods.  
Transfer to Department of Health Schedule 2002-01, Series 14-6, January 23, 2025~~

~~1-11~~ **Ombudsman Program Files (Confidential Record 10 O.S. § 1-6-101 — 108; 10A O.S. § 1-9-112; 43A O.S. 10-110)**

~~Description: File contains advocacy activities, including informal problem resolution and grievances, provided on behalf of residents of the Northern Oklahoma Resource Center, the Southern Oklahoma Resource Center, the Greer Center and the Laura Dester Children's Center also known as SHIELD.~~

~~Records may be in a variety of formats including paper, electronic, or microfilm.~~

~~Volume: sixteen (16) cubic feet per year~~

~~Disposition: Retain three (3) years after resolution in the agency, then destroy, provided no legal actions are pending and approval to destroy records has been received from the State Records Administrator. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.  
Transfer to Department of Health Schedule 2002-01, Series 14-7, January 23, 2025~~

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES  
OFFICE OF CLIENT ADVOCACY

Amendments to Records Disposition Schedule 2003-03

\* January 23, 2025 \*

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1-12 ~~Ombudsman Program Files, Hissom Memorial Center Clients (Confidential Record  
10 O.S. § 1-6-101-108; 10A O.S. § 1-9-112; 43A O.S. 10-110; 56 O.S. 530.6)~~

~~Description: File contains advocacy activities, including informal problem resolution and grievances, provided on behalf of the plaintiff class in Homeward Bound, et. al. v. The Hissom Memorial Center, et. al., United States District Court for the Northern District of Oklahoma, Case no. 85-C-437-E.~~

~~Records may be in a variety of formats including paper, electronic, or microfilm.~~

~~Volume: forty (40) cubic feet per year~~

~~Disposition: Retain seven (7) years after resolution in the agency, then destroy, provided no legal actions are pending and approval to destroy records has been received from the State Records Administrator. If legal action is pending, destroy seven (7) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

~~Transfer to Department of Health Schedule 2002-01, Series 14-8,  
January 23, 2025~~

ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA STATE DEPARTMENT of HEALTH**  
**Commissioner of Health**  
Amendments to Records Disposition Schedule **2002-01**

**\* January 23, 2025 \***

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Summary

- 14-1 Agency requests the series be transferred from DHS Schedule 2003-03, Series 1-1.
- 14-2 Agency requests the series be transferred from DHS Schedule 2003-03, Series 1-2.
- 14-3 Agency requests the series be transferred from DHS Schedule 2003-03, Series 1-3.
- 14-4 Agency requests the series be transferred from DHS Schedule 2003-03, Series 1-5.
- 14-5 Agency requests the series be transferred from DHS Schedule 2003-03, Series 1-6.
- 14-6 Agency requests the series be transferred from DHS Schedule 2003-03, Series 1-9.
- 14-7 Agency requests the series be transferred from DHS Schedule 2003-03, Series 1-11.
- 14-8 Agency requests the series be transferred from DHS Schedule 2003-03, Series 1-12.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA STATE DEPARTMENT of HEALTH  
Commissioner of Health  
Amendments to Records Disposition Schedule 2002-01

\* January 23, 2025 \*

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Office of Client Advocacy

**14-1 Correspondence (Office of Client Advocacy Administration)**

Description: File contains correspondence, memos and reports of the Office of Client Advocacy administrator (the Advocate General) and other persons acting in the role of administration (including programs managers and programs administrators).

Records may be in a variety of formats including paper, electronic, or microfilm.

Volume: six (6) cubic feet per year

Disposition: Retain five (5) years, then destroy, provided no legal actions are pending and approval to destroy records has been received from the State Records Administrator. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

Transfer from Department of Human Services Schedule 2003-03, Series 1-1, January 23, 2025

**14-2 Correspondence (Office of Client Advocacy Managers and Supervisors)**

Description: File contains correspondence, memos and reports of the Office of Client Advocacy's managers, supervisors and other persons acting in the role of a manager or supervisor.

Records may be in a variety of formats including paper, electronic, or microfilm.

Volume: twenty-eight (28) cubic feet per year

Disposition: Retain three (3) years, then destroy, provided no legal actions are pending and approval to destroy records has been received from the State Records Administrator. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

Transfer from Department of Human Services Schedule 2003-03, Series 1-2, January 23, 2025

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA STATE DEPARTMENT of HEALTH  
Commissioner of Health  
Amendments to Records Disposition Schedule 2002-01

\* January 23, 2025 \*

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Office of Client Advocacy

**14-3 Correspondence (Other Office of Client Advocacy Employees)**

Description: File contains correspondence, memos and reports of the Office of Client Advocacy employees not acting in the roles of administration, managers, or supervisors.

Records may be in a variety of formats including paper, electronic, or microfilm.

Volume: eighty (80) cubic feet per year

Disposition: Retain until no longer required for administrative purposes, and then destroy.  
Transfer from Department of Human Services Schedule 2003-03, Series 1-3, January 23, 2025

**14-4 Grievance and Review Files (Confidential Record 10A O.S. § 1-6-101—108; 10A O.S. § 1-9-112)**

Description: File contains materials concerning grievances filed by or on behalf of Department of Health clients, processing of grievances for resolution, and any review by the Grievance and Abuse Review Committee.

Records may be in a variety of formats including paper, electronic, or microfilm.

Volume: ten (10) cubic feet per year

Disposition: Retain three (3) years after resolution in the agency, then destroy, provided no legal actions are pending and approval to destroy records has been received from the State Records Administrator. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.  
Transfer from Department of Human Services Schedule 2003-03, Series 1-5, January 23, 2025

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA STATE DEPARTMENT of HEALTH  
Commissioner of Health  
Amendments to Records Disposition Schedule 2002-01

\* January 23, 2025 \*

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Office of Client Advocacy

**14-5 Investigative Files (Confidential Record 10A O.S. § 1-6-101 – 108; 10A O.S. § 1-9-112)**

Description: File contains referrals to the Office of Client Advocacy (OCA) of allegations of client maltreatment (abuse, neglect, exploitation, and caretaker misconduct) and other types of investigations conducted by OCA (10A O.S. § 1-9-112). They include any action taken by OCA in response, including investigation reports, reviews by the Grievance and Abuse Review Committee, and processing for the Community Services Worker Registry (56 O.S. § 1025.3).

Records may be in a variety of formats including paper, electronic, or microfilm.

Volume: twenty (20) cubic feet per year

Disposition: Retain twenty-five (25) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, no legal actions are pending, and approval to destroy records has been received from the State Records Administrator. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

Transfer from Department of Human Services Schedule 2003-03, Series 1-6, January 23, 2025

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA STATE DEPARTMENT of HEALTH  
Commissioner of Health  
Amendments to Records Disposition Schedule 2002-01

\* January 23, 2025 \*

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**14-6 Investigative Records (Recordings) (Confidential Record 10A O.S. § 1-6-101 – 108; 10A O.S. § 1-9-112)**

Description: File contains recordings of interviews conducted by investigators during an Office of Client Advocacy (OCA) investigation of allegations of client maltreatment (abuse, neglect, exploitation, and caretaker misconduct) and other types of investigations conducted by OCA (10 O.S. § 1-9-112).

Records may be in a variety of formats including paper, electronic, or microfilm.

Volume: two (2) cubic feet per year

Disposition: Retain two (2) years, then destroy, provided no legal actions are pending and approval to destroy records has been received from the State Records Administrator. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention periods.

Transfer from Department of Human Services Schedule 2003-03, Series 1-9, January 23, 2025



ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA STATE DEPARTMENT of HEALTH**  
**Commissioner of Health**  
Amendments to Records Disposition Schedule **2002-01**

**\* October 24, 2024 \***

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Office of Client Advocacy

**14-7 Ombudsman Program Files (Confidential Record 10 O.S. § 1-6-101 – 108; 10A O.S. § 1-9-112; 43A O.S. 10-110)**

Description: File contains advocacy activities, including informal problem resolution and grievances, provided on behalf of residents of the Northern Oklahoma Resource Center, the Southern Oklahoma Resource Center, the Greer Center and the Laura Dester Children’s Center also known as SHIELD.

Records may be in a variety of formats including paper, electronic, or microfilm.

Volume: sixteen (16) cubic feet per year

Disposition: Retain three (3) years after resolution in the agency, then destroy, provided no legal actions are pending and approval to destroy records has been received from the State Records Administrator. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

Transfer from Department of Human Services Schedule 2003-03, Series 1-11, January 23, 2025

**14-8 Ombudsman Program Files, Hissom Memorial Center Clients (Confidential Record 10 O.S. § 1-6-101 – 108; 10A O.S. § 1-9-112; 43A O.S. 10-110; 56 O.S. 530.6)**

Description: File contains advocacy activities, including informal problem resolution and grievances, provided on behalf of the plaintiff class in Homeward Bound, et. al. v. The Hissom Memorial Center, et. al., United States District Court for the Northern District of Oklahoma, Case no. 85-C-437-E.

Records may be in a variety of formats including paper, electronic, or microfilm.

Volume: forty (40) cubic feet per year

Disposition: Retain seven (7) years after resolution in the agency, then destroy, provided no legal actions are pending and approval to destroy records has been received from the State Records Administrator. If legal action is pending, destroy seven (7) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

Transfer from Department of Human Services Schedule 2003-03, Series 1-12, January 23, 2025