



Archives and Records Commission
Meeting Minutes, April 25, 2024

Call to Order:

Audrey Rockwell called the meeting to order at 11:00 a.m.

Members present:

Audrey Rockwell	Chair
Natalie Currie	Vice Chair and Secretary
Ruthie Chicoine	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
Cassie Spindle	Department of Libraries
Patricia Nunes	Department of Libraries
Alyssa Vaughn	Department of Libraries
Amanda Chrestensen	Department of Libraries
Chris Wadsworth	Department of Aerospace and Aeronautics
Sylvia Lanfair	Oklahoma Tax Commission
Toni LoVecchio	Oklahoma Medical Marijuana Authority
Katherine Rodriguez	Oklahoma Medical Marijuana Authority

Posting of Meeting Agenda

The agenda was posted on the front window of the Oklahoma Department of Libraries building on April 12, 2024. The agenda was also posted on the agency's website on April 15, 2024.

Approval of Minutes of the Meeting of January 25, 2024:

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

Chicoine	aye
Currie	aye
McDonald	aye
Nallayahgari	aye
Rockwell	aye

Consideration of Requests:

4a. Amendment to Records Disposition Schedule 2002-07, Department of Aerospace and Aeronautics

The Department of Aerospace and Aeronautics requested Records Disposition Schedule 2002-07 be amended. Approval of the amendments to Records Disposition Schedule 2002-07 was moved by Currie and seconded by Nallayahgari.

Chicoine	aye
Currie	aye
McDonald	aye
Nallayahgari	aye
Rockwell	aye

4b. Amendment to Records Disposition Schedule 2024-01, Oklahoma Tax Commission

The Oklahoma Tax Commission requested Records Disposition Schedule 2024-01 be amended. Approval of the amendments to Records Disposition Schedule 2024-01 was moved by Currie and seconded by McDonald.

Chicoine	aye
Currie	aye
McDonald	aye
Nallayahgari	aye
Rockwell	aye

4c. New Records Disposition Schedule 2024-02, Oklahoma Medical Marijuana Authority

The Oklahoma Medical Marijuana Authority requested new Records Disposition Schedule 2024-02 be created. Prior to the meeting, the agency agreed to changes on series 1-1, 1-2, and 1-14 proposed by ODL's Archives and Records Management division. During the meeting, amending a typo on the descriptions for series 1-5 and 1-6 ("achieves" should be "archives") was accepted by the agency. Approval of the creation of Records Disposition Schedule 2024-02, as amended on series 1-1, 1-2, 1-5, 1-6, and 1-14, was moved by Currie and seconded by Nallayahgari.

Chicoine	aye
Currie	aye
McDonald	aye
Nallayahgari	aye
Rockwell	aye

New Business:

No new business was conducted at this time.

Adjournment:

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



Audrey Rockwell, Chair



Natalie Currie, Vice Chair and Secretary
Oklahoma Department of Libraries



Archives and Records Management Department Activity Report

April 13 – July 12, 2024

FY2024 Statistics

- Responded to 767 reference requests from state agency personnel and the public.
- Provided access to 13,788 corner records in response to 680 requests. Processed 8,255 new corner records filed by professional land surveyors.
- Uploaded 731 items to the Archives.OK.Gov collection on Digital Prairie, increasing the collection by 22% and reaching a total of 4,000 items.
- Moved 510 GB of digital files from the agency's network drive to OU's OURRstore for preservation and to reduce storage fees.
- Transferred 922 cubic feet of records from 13 state agencies to the State Records Center and destroyed 1,214 cubic feet of eligible records stored at the State Records Center.
- Accessioned 205 cubic feet of records into the State Archives.
- Updated 642 series from 34 records retention schedules as requested by 17 agencies.

State Archives

- Processed 8.5 cubic feet of records from Corrections, Charities and Corrections, State Election Board, and Commission on the Reorganization of the State Executive Department.
- Uploaded 105 items to the Archives.OK.Gov collection on Digital Prairie, including 6 driver's manuals, 21 issues of *School Lunch News* by the Department of Education, and 70 annual reports of the Oklahoma State Reformatory, Mining Department, Teachers' Retirement System, Securities Commission, and Board of Regents of Oklahoma Colleges.
- Interesting research requests include a 1976 Court of Criminal Appeals case used for a true crime documentary and Board of Public Affairs ledgers with furniture and equipment inventories for OU from the early 1900s used by the OU College of Law's Library to prove three rolltop desks still in their possession are original to the college (they are planning to exhibit the desks later this year).

Records Management

Training

- Provided records management consultation and a State Archives tour to three staff members from the Governor's Office, June 10
- Provided records management training to state government HR personnel at the Public Sector HR Association – Oklahoma Chapter Summer Conference, June 21
- Provided records management training to two staff members from the Department of Transportation, June 27

State Records Center and Annex

- Transfers to the State Records Center include 168 cubic feet from the Attorney General, Education, Employment Security Commission, Funeral Board, and Board of Nursing.
- Destroyed 97 cubic feet of records for the Corporation Commission and OMES.

Outreach

- Shared State Archives resources and collection items at the OHS History Symposium, May 5