Special Meeting Agenda
Archives and Records Commission
November 19, 2026 | 2:00 p.m.
State Records Center
426 E. Hill 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
   Jerry Morris, 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 July 16, 2026, meeting*

3. Discussion, consideration, and possible action to approve proposed amendments, repeals, and new administrative rules within the jurisdiction of the Archives and Records Commission, and to authorize the State Records Administrator to initiate the formal rulemaking process under the Oklahoma Administrative Procedures Act for the following chapters, including but not limited to:*
   a. OAC 60: 1 Administrative Operations and
   b. OAC 60: 10 Archives and Records

4. Consideration and possible approval of Records Disposition Schedules*
   b. 2026-02 [RDA] Bureau of Narcotics and Dangerous Drug Control

5. Adjournment

*Archives and Records Commission action required.

Key to abbreviations used above:

[RDA] Records Disposition Authorization

Upcoming Archives and Records Commission meetings:

January 21, 2027
April 22, 2027
July 22, 2027

October 21, 2027

Minutes
Archives and Records Commission
July 16, 2026 | 1:00 p.m.
Office of Juvenile Affairs
2501 N. Lincoln Blvd., Room 500

Call to Order:

Audrey Rockwell called the meeting to order at 1:02 p.m.

Members present were:

Audrey Rockwell	Chair
Natalie Currie	Vice Chair and Secretary
Lisa Hodges	Proxy for State Auditor

Members absent were:

Jerry Morris	Proxy for Lt. Governor
Kiran Nallayahgari	Proxy for State Treasurer

Also present were:

Kylie Cooper	Office of the Attorney General
Patricia Nunes	Department of Libraries
Cassie Spindle	Department of Libraries
Amanda Chrestensen	Department of Libraries
Cameron Thornton	Department of Libraries
Jason Gilmore	Department of Libraries
Sandra Ellis	Board of Nursing
Jenny Barnhouse	Board of Nursing
Austin Bower	Board of Nursing
Jason Miller	Health Care Authority
Blaine Ross	Health Care Authority
Wanda Edmundson	Department of Health

Posting of Meeting Agenda:

The agenda was posted on the agency's website on July 6, 2026. The agenda was also posted in the OESC lockbox at the front entrance of Will Rogers, in the main lobby, on July 14, 2026.

Approval of Minutes of the Meeting of April 23, 2026:

Approval of the Minutes as amended was moved by Hodges and seconded by Currie.

Currie	aye
Hodges	aye
Rockwell	aye

Consideration of Requests:

a. Oklahoma Secretary of State
    i. Amendment to Records Disposition Schedule 1992-15

    The Secretary of State requested Records Disposition Schedule 1992-15 be amended. Approval of the amendments to Records Disposition Schedule 1992-15 was moved by Currie and seconded by Hodges.

Currie	aye
Hodges	aye
Rockwell	aye

b. Oklahoma Health Care Authority
    i. Amendment to Records Disposition Schedule 1996-05

    The Oklahoma Health Care Authority requested Records Disposition Schedule 1996-05 be amended. Approval of the amendments to Records Disposition Schedule 1996-05 was moved by Hodges and seconded by Currie.

Currie	aye
Hodges	aye
Rockwell	aye

c. Board of Nursing
    i. Amendment to Records Disposition Schedule 2002-03

    The Board of Nursing requested Records Disposition Schedule 2002-03 be amended. Currie noted inconsistencies in the citation format on page 23 and identified a missing section sign in the final paragraph on page 25. Currie asked whether a preferred citation style should be used. Rockwell stated that there was no specific preference, as long as legal citations were applied consistently throughout the document. Currie moved to standardize the citation format to O.S., and Rockwell seconded the motion. Approval of the amendments to Records Disposition Schedule 2002-03 was moved by Currie and seconded by Hodges.

Currie	aye
Hodges	aye
Rockwell	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 1:19 p.m.

_____

Audrey Rockwell, Chair

_____

Natalie Currie, Vice Chair and Secretary
Oklahoma Department of Libraries

Special Meeting
Archives and Records Commission
November 19, 2026

Agenda Item 3

Discussion, consideration, and possible action to approve proposed amendments, repeals, and new administrative rules within the jurisdiction of the Archives and Records Commission, and to authorize the State Records Administrator to initiate the formal rulemaking process under the Oklahoma Administrative Procedures Act for the following chapters, including but not limited to:

a. OAC 60:1 Administrative Operations and
b. OAC 60:10 Archives and Records

Summary

ODL proposes undertaking the rulemaking process to make the following changes:

Agenda Item 3a: OAC 60:1 Administrative Operations

60:1-1-6. Organization, public information, submission or requests [AMEND]

Agenda Item 3b: OAC 60:10 Archives and Records

Subchapter 3. Records

60:10-3-1. Records management program [AMEND]
60:10-3-2. Records scheduling [AMEND]
60:10-3-3. Notification of Intent to Destroy Records [NEW]
60:10-3-3. Records disposition authorization [AMEND and RENUMBER]
60:10-3-4. General Schedules and General Records Disposition Authorizations [REVOKE]
60:10-3-5. Destruction of duplicate records, substantive records, ancillary records, nonrecords materials, or damaged records [AMEND]
60:10-3-6. Reformatting of Records [NEW]
60:10-3-7. Destruction of records housed in the State Records Center [NEW]
60:10-3-8. Transfer of records housed in the State Records Center to the State Archives [NEW]
60:10-3-6. Access to records transferred to the State Archives [RENUMBER]
60:10-3-7. Review of records on deposit [RENUMBER]

Subchapter 8. Optical Imaging [REVOKE]

Background

Statutory authority for rulemaking for the State Records Administrator and Archives and Records Commission comes from 67 O.S. § 212 Records Management Act – Rules and Regulations.

> "The Administrator shall promulgate such rules and regulations as are necessary or proper to effectuate the purposes of this act, except that rules and regulations relating to the disposal of records pursuant to Section 10 of this act shall be issued jointly by the Administrator and the Archives and Records Commission."

The rulemaking process includes, but is not limited to, the following actions and deadlines:

Date	Action
November 19, 2026	Archives and Records Commission considers approval of the proposed rule changes and authorization for the State Records Administrator to initiate formal rulemaking.
By November 25, 2026	File the proposed rules and Notice of Rulemaking Intent with the Office of Administrative Rules for publication in the December 15, 2026, Oklahoma Register. Filing initiates the required Governor or Cabinet Secretary review.
December 15, 2026	Notice of Rulemaking Intent and proposed rules are published in the Oklahoma Register; the public comment period opens.
December 15, 2026–January 14, 2027	Conduct the required public comment period of at least 30 days and receive written or electronic comments.
January 15, 2027, or later	Hold the public hearing, if scheduled or required, after the minimum notice and comment period has elapsed.
January 15–20, 2027	Review public comments and hearing testimony; prepare any permissible revisions, the rule impact statement, and the final recommendation for Commission action.
January 21, 2027	Archives and Records Commission considers public input and takes final action to adopt the permanent rules as proposed or with permissible revisions.
No later than February 1, 2027	Submit the adopted rules to the Governor and Legislature for review during the 2027 legislative session.
2027 legislative session	The Legislature reviews the adopted rules and may approve or disapprove them through the statutory rule-review process.
Following legislative and gubernatorial review	Complete final filing and publication requirements. The permanent rules become effective on the applicable statutory or approved effective date.

This schedule reflects the planned rulemaking path and depends on timely filing, acceptance by the Office of Administrative Rules, required executive approval, completion of public participation requirements, Commission action, and legislative and gubernatorial review.

CHAPTER 1. ADMINISTRATIVE OPERATIONS

[**Authority:** 67 O.S. § 212; 75 O.S., §§ 302, 305, and 307]
[**Source:** 67 O.S. § 212; 75 O.S., §§ 302, 305, and 307; Codified 12-31-91]

60:1-1-1. Purpose

The purpose of these rules is to set forth the organization and functions of the Archives and Records Commission.

60:1-1-2. Archives and Records Commission

The Commission is a five member board created by state law enacted in 1947. It has the *sole, entire and exclusive authority for the disposition of all public records and archives of state officers, departments, boards, commissions, agencies, and institutions* [67 O.S., Section 305]. By law no record created or received in the transaction of official business can be destroyed by a state agency without prior approval from the Commission. Members include a Chairman appointed by the Governor, the State Librarian and State Archivist (Director of the Department of Libraries) as Vice-Chairman and Secretary, the Lieutenant Governor, the State Auditor and Inspector, and the State Treasurer. Any member may appoint a proxy for the purposes of carrying out the duties of the Commission.

[**Source:** Amended at 12 Ok Reg 1329, eff 6-1-95]

60:1-1-3. Meetings of the Commission

The Commission meets in the first month of every quarter to hear requests for records disposition from state agencies and to conduct other business. Meeting arrangements and conduct of business are carried out in compliance with the Oklahoma Open Meeting Law [25 O.S., Section 301 et seq.]. Special or emergency meetings of the Commission may be called by the Chairman at the request of any member.

[**Source:** Amended at 12 Ok Reg 1329, eff 6-1-95; Amended at 15 Ok Reg 1374, eff 4-27-98]

60:1-1-4. State Records Administrator

The State Librarian and State Archivist is designated State Records Administrator by state law enacted in 1961 [67 O.S., Section 204]. The Administrator shall make surveys of records operations, recommend improvements in records management practices, and establish standards for the preparation of records disposition schedules leading to the preservation of records of continuing value and the orderly disposition of those records not of sufficient administrative, legal, fiscal or research value to warrant their further keeping [67 O.S., Section 205].

[**Source:** Amended at 12 Ok Reg 1329, eff 6-1-95]

60:1-1-5. Promulgation of rules

The State Records Administrator shall promulgate such rules and regulations as are necessary to carry out the provisions of the Records Management Act, *except that rules and regulations relating to the disposal of records shall be issued jointly by the Administrator and the Archives and Records Commission* [67 O.S., Section 212].

[**Source:** Amended at 12 Ok Reg 1329, eff 6-1-95]

60:1-1-6. Organization, public information, submissions or requests

(a) The State Archives and Records Management programs are administered by the State Archives and Records Management Ddivisions of the ~~Office of Government Information,~~ Oklahoma Department of Libraries, acting upon the authority of the Archives and Records Commission and the State Records Administrator. The Director of the Department of Libraries, who is also State Librarian and State Archivist, [65 O.S., Section 3-103] appoints

professional librarians and archivists to administer the office, and trained staff to carry out program activities.
(b) The State Archives is housed in the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City. The State Records Center is located at 125 N.E. 21st Street, Oklahoma City. ~~Requests for information about the work of the State Archives or Records Management Divisions may be made to the Office of Government Information , 200 N.E. 18th Street, Oklahoma City, OK 73105, in person, or by mail or telephone.~~ The official records of Commission meetings are maintained at that address and are available for public inspection as are rules and regulations promulgated by the State Archivist ~~acting as~~ and the State Records Administrator. Also available for public inspection are records of state government agencies ~~deposited with~~ transferred to the State Archives ~~or~~ and Records Management Division~~s~~ except those records required by law to be treated in a confidential manner, or those to which access is restricted in accordance with 60:10-3-6.
(c) Copies of records shall be provided in accordance with the Oklahoma Open Records Act [51 O.S., Section 24A.1 et seq.] and fee schedules adopted by the Department of Libraries Board and the Archives and Records Commission.

[**Source:** Amended at 12 Ok Reg 1329, eff 6-1-95; Amended at 15 Ok Reg 1375, eff 4-27-98]

60:1-1-7. Requests for promulgation, amendments, or repeal of a rule

(a) Requests for promulgation, amendment, or repeal of a rule shall be made in writing to the State Archivist and State Records Administrator. Requests shall give the text of a proposed new rule or amendment, and cite such rules as are requested to be repealed or amended, and shall explain the reasons for the request.
(b) Requests outlined in (a) of this Section shall be placed on the next agenda for the Commission's consideration and disposition, and the interested party shall be given reasonable notice of the date, time, and place of such meeting, and informed promptly in writing of the Commission's decision in the matter.
(c) Any resulting action to adopt a new rule or amendment or to repeal an existing rule shall be taken at an early date at an open hearing conducted in accordance with the notice and other requirements of the Administrative Procedures Act [75 O. S. Section 250 *et. seq.*].

[**Source:** Amended at 12 Ok Reg 1329, eff 6-1-95]

60:1-1-8. Petition for declaratory ruling

(a) Persons requesting the Commission to make a declaratory ruling as to the applicability or interpretation of any rule or order pursuant to this Chapter shall address their written request to the State Archivist and State Records Administrator.
(b) The request for declaratory ruling shall be placed upon the next agenda for consideration and action by the Commission and the interested party shall be given reasonable notice of the date, time, place of such meeting, and shall be informed promptly in writing of the Commission's ruling in the matter.

60:1-1-9. Severability of rules

Any section of this Chapter declared invalid shall not affect the validity and application of other sections of this Chapter.

60:1-1-10. Statutory citations

Citations to statutes in the rules of this Chapter refer to the most recent codification of the statute.

SUBCHAPTER 3. RECORDS

60:10-3-1. Records management program

(a) The State Records Administrator *shall establish and administer a records management program which will apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of state records* [67 O.S., Section 204]. The program will be administered by the State Archives and Records Management Division~~s of the Office of Archives and Records~~ of the Oklahoma Department of Libraries under the authority of the State Records Administrator and direction of the Division Director ~~Office Administrator~~.

(b) *The head of each state agency shall establish and maintain an active, continuing program for the economical and efficient management of records, cooperate...in the conduct of surveys of the agency's records, and comply with...rules and regulations, standards and procedures issued by the State Records Administrator and the Archives and Records Commission* [67 O.S., Section 206].

(c) The State Archives and Records Management Division shall assist state agencies in the management and disposition of their records through consultations and surveys of their records, equipment, and storage facilities, leading to the preparation of records disposition schedules and records disposition authorizations.

(d) Upon request of the State Archives and Records Management Division, a state board, agency, commission, or institution shall provide information regarding its records management activities and compliance with approved records disposition schedules.

(e) Each state department, board, agency, commission, or institution shall designate records management coordinator(s) responsible for coordinating the entity's records management program and serving as the primary point(s) of contact with the State Archives and Records Management Division regarding the retention, disposition, and transfer of records; legal or administrative restrictions affecting the disposition of records; and other records management activities. The entity shall provide the Division with the name, title, and contact information of the individual(s) serving in that capacity and shall notify the Division of any change in designation within thirty (30) calendar days.

(f) The designated records management coordinator(s) shall complete records management training provided or approved by the State Archives and Records Management Division within ninety (90) days of designation and participate in any continuing education requirements established by the Division.

[**Source:** Amended at 12 Ok Reg 1331, eff 6-1-95]

60:10-3-2. Records scheduling

(a) Records disposition schedules. The Archives and Records Commission shall have final authority in the approval or disapproval of records disposition schedules submitted by a state board, agency, commission, or institution. An approved records disposition schedule shall be a department's, board's, agency's, commission's, or institution's continuing legal authority to dispose of records listed in the records disposition schedule in the manner the schedule provides. Any deletions, additions, or changes in retention periods or method of disposition for records in the schedule must be approved by the Commission.

~~(b) **Notification of intent to destroy records.** Agencies wishing to destroy records in accordance with approved records disposition schedules must notify the State Records Administrator on a form provided by the Records Management Division of their intent to destroy thirty (30) days in advance of destruction. Such notification must include the schedule number, the names of records to be destroyed, inclusive dates and the volume of records in cubic feet, reels of microfilm, or other applicable quantity.~~

~~**(c) Continuing destruction authorization.** The State Records Administrator may authorize, annually each July for the current fiscal year destruction of records scheduled in accordance with approved records disposition schedules, for destruction quarterly, monthly, weekly, or daily without requiring an agency to notify him of the intent to destroy these records thirty (30) days in advance as provided by (b) of this Section. Agencies shall notify the State Records Administrator in June of each year on the~~

~~volume of records destroyed under this authorization, and may request authorization for the next fiscal year.~~

~~**(d) Exemption.** Subsection (b) of this Section shall not apply to records that have an approved disposition of "Retain in office and destroy after primary use," "Retain in office until no longer required for administrative purposes, then destroy," "Retain in office and destroy upon verification," or "Retain in office until superseded, then destroy."~~

(b) General Records Disposition Schedules. The Archives and Records Commission may adopt General Records Disposition Schedules authorizing the disposition of records common to two or more state agencies, boards, commissions, or institutions. These General Records Disposition Schedules have the same force and effect for the records dispositions authorized as do approved records disposition schedules for specific departments, agencies, boards, commissions, or institutions except in such cases where state or federal law, state or federal regulation, litigation, court decisions, other legal considerations, or fiscal conditions require that specific agency records be retained longer than indicated on the General Records Disposition.

(c) Records that are not included on an approved records disposition schedule shall not be destroyed without prior authorization from the Archives and Records Commission.

60:10-3-3. Notification of Intent to Destroy Records

(a) Notification of intent to destroy records. Agencies wishing to destroy records, including original physical records that have been reformatted, in accordance with approved records disposition schedules must notify the State Records Administrator on a form provided by the Records Management Division of their intent to destroy thirty (30) days in advance of destruction. Such notification must include the schedule number, the names of records to be destroyed, inclusive dates, and the volume of records in cubic feet, reels of microfilm, data volume, or other applicable quantity. The notice required by this section is for statutory reporting and records management purposes and does not constitute a request for authorization to destroy records.

(b) Exemption. Subsection (a) of this Section shall not apply to records that have an approved disposition of "Retain in office and destroy after primary use," "Retain in office until no longer required for administrative purposes, then destroy," "Retain in office and destroy upon verification," or "Retain in office until superseded, then destroy."

[**Source:** Amended at 12 Ok Reg 1331, eff 6-1-95]

60:10-3-4. ~~Records disposition authorization~~ Destruction of records no longer being created or received

State agencies wishing to dispose of types of records no longer being created or received may request the Archives and Records Commission to authorize the disposition of such records by certifying that the records described in the request are not of sufficient administrative value to warrant maintenance in the agency. Such authorization shall be limited to and apply only to the one time disposition of specific records described in the request.

~~**60:10-3-4. General Schedules and General Records Disposition Authorizations**~~

~~The Archives and Records Commission may adopt General Records Disposition Schedules and General Records Disposition Authorizations authorizing disposition of records common to two or more state agencies, boards, commissions, or institutions. These General Records Disposition Schedules and General Records Disposition Authorizations have the same force and effect for the records dispositions authorized as do approved records disposition schedules for specific agencies, boards, commissions, or institutions except in such cases where state or federal law, state or federal regulation, litigation, court decisions, other legal considerations, or fiscal conditions require that specific agency records be retained longer than indicated on the General Records Disposition Schedule or General Records Disposition Authorization.~~

[**Source:** Amended at 12 Ok Reg 1331, eff 6-1-95]

60:10-3-5. Destruction of ~~duplicate records~~, substantive records, ancillary records, nonrecords materials, or damaged records

(a) **Substantive records.** Substantive records are those that document the organization, functions, policies, procedures, operations and essential transactions of an agency, board, commission, or institution. Refer to the disposition schedules for retention and disposition information.

(b) **Ancillary records.** Ancillary records are routine in nature, having neither evidential nor informational value beyond the immediate use for which they were created or received, nor do they contain supporting documentation for financial or business transactions of an agency. Ancillary records must be approved for disposition by the Archives and Records Commission in the same manner as substantive program records. When difficulty arises in defining a specific record as ancillary, it shall be considered a substantive record.

(c) **Nonrecord material.** Nonrecord materials exhibit none of the attributes of records and may be destroyed by an agency when no longer of immediate value. When difficulty arises in defining material as nonrecord, it shall be considered a record [67 O.S., Section 211].

(d) **Damaged records.** State agencies with records that have been subject to extensive physical damage or destruction from natural or human-caused disasters prior to the expiration of established retention periods must, within 24 hours of discovery, inform and initiate a written request to the Archives and Records Commission through the State Records Administrator to authorize emergency disposition of said records. The Commission shall authorize destruction, or shall require that information from all or part of the damaged records be recreated or the physical records salvaged if said records contain information essential to the operations of state government or to the protection of the legal, financial or other rights or interests of the citizens or the state.

[**Source:** Amended at 12 Ok Reg 1331, eff 6-1-95; Amended at 15 Ok Reg 1375, eff 4-27-98]

60:10-3-6. Reformatting of Records

(a) **Definition.** "Reformatting" means reproducing, converting, migrating, or otherwise transferring the information contained in a record from one format or medium to another.

(b) **Status of reformatted records.** Reformatting a record does not change the status of the record from which the reformatted version was created. The record from which the reformatted version was created remains the original record, and the reformatted version is a copy. The original record shall not be considered a duplicate solely because it has been reformatted.

(c) **Destruction of original records.** Reformatting a record does not authorize destruction of the original record. An agency shall submit a Notice of Intent to Destroy Records before destroying an original record that has been reformatted, unless otherwise authorized by law or an approved records disposition schedule.

60:10-3-7. Destruction of records housed in the State Records Center

(a) Records housed in the State Records Center and approved for destruction shall be destroyed by the Oklahoma Department of Libraries through an approved records destruction vendor or other authorized means. The state board, agency, commission, or institution owning the records shall be responsible for all costs associated with the destruction of its records. All destruction activities shall comply with applicable records retention schedules and approved disposition requirements.

(b) A records-owning board, agency, commission, or institution receiving a Notice of Intent to Destroy Records Stored at the Records Center shall provide a written determination within thirty (30) calendar days of the notice. Records identified in the notice may be destroyed upon expiration of the thirty (30) day response period, unless the agency requests continued retention or notifies the State Records Center in writing of a litigation hold, audit, investigation, open records request, or other legal or administrative requirement necessitating continued retention.

(c) Records retained beyond the destruction eligibility date may be assessed additional storage fees as

established by the Oklahoma Department of Libraries. An exemption from such fees may be granted when the board, agency, commission, or institution notifies the State Records Center in writing within the thirty (30) day response period, identifies the basis for continued retention and provides and estimated release date, if known. The agency shall notify the State Records Center when the hold or restriction is lifted. The State Records Center may require periodic recertification of any hold or restriction exceeding one (1) year and may assess additional storage fees if the agency fails to provide such recertification.

60:10-3-8. Transfer of records housed in the State Records Center to the State Archives

Records designated for transfer to the State Archives under an approved records disposition schedule and housed in the State Records Center shall be transferred upon completion of the applicable retention period. Archives and Records Division staff shall notify the records-owning board, agency, commission, or institution of the pending transfer, and the agency shall have thirty (30) calendar days to identify any litigation hold, audit, investigation, open records request, or other legal or administrative requirement necessitating continued retention. Upon transfer, legal custody and control of the records shall pass to the State Archives, and the records shall no longer be subject to State Records Center storage fees.

60:10-3-~~6~~ 9. Access to records transferred to the State Archives

To encourage the deposit of certain records and papers of permanent value in the State Archives, the Archives and Records Commission has authority to restrict access to the records for a specified amount of time. The State Archivist and State Records Administrator shall secure the transfer of valuable records to the State Archives, including the nonofficial papers and correspondence of state officials and heads of boards, departments, agencies, commissions, and institutions.

[**Source:** Amended at 12 Ok Reg 1331, eff 6-1-95]

60:10-3-~~7~~ 10 . Review of records on deposit

The State Archivist and State Records Administrator, in conjunction with the Archives and Records Commission, shall automatically review records when they have been in the custody of the State Archives for ten years, in order to reevaluate the period of retention. Prior to any change in retention or disposition of any records so reviewed, the depositing agency will be notified as to such disposition or retention whereupon the depositing agency may consent to such a change or, if so desired, appear before the Commission to present any objection or pertinent comment.

[**Source:** Amended at 12 Ok Reg 1331, eff 6-1-95]

SUBCHAPTER 8. ~~OPTICAL IMAGING~~ [REVOKE]

~~60:10-8-1. Purpose~~

~~The purpose of this subchapter is to establish rules for state government records which have an approved retention period of ten (10) years or longer which will be maintained on optical imaging systems.~~

[**Source:** Amended at 12 Ok Reg 1331, eff 6-1-95]

~~60:10-8-2. Scope~~

~~This subchapter establishes rules for the maintenance, use, retention, and disposition of state government records which have an approved retention period of ten (10) years or longer which will be maintained on optical imaging systems. These rules do not apply to state government records which have an approved retention period of less than ten (10) years which will be maintained on optical imaging systems. State Government records which have an approved retention period of less than ten (10) years which will be maintained on optical imaging systems are subject to the disposition authority of the Commission and shall be scheduled in the same manner as any other record.~~

[**Source:** Amended at 12 Ok Reg 1331, eff 6-1-95]

~~60:10-8-3. Definitions~~

~~The following words and terms, when used in this subchapter, shall have the following meaning, unless the context clearly indicates otherwise.~~

~~**"AIIM"** means the Association for Information and Image Management.~~

~~**"ANSI"** means the American National Standards Institute.~~

~~**"CCITT"** means the Consultative Committee on International Telegraph and Telephone.~~

~~**"CD-ROM"** means Compact Disk Read Only Memory. A type of optical disk which, like WORM optical disks, cannot be erased or altered.~~

~~**"Compression"** means the method by which redundant digital image data streams are reduced to much smaller sizes, resulting in lower digital storage and data transmission requirements.~~

~~**"Optical Imaging System"** means a system that consists of hardware and software for computers which records complete images by:~~

~~(A) scanning the images with a source of light such as a laser;~~

~~(B) converting the images to a digital electronic format; and~~

~~(C) storing the converted images on an optical media which allows for the rapid retrieval of the stored images through indexing and the reproduction of the entire original image.~~

~~**"Rewritable Disk"** means an optical platter that, unlike WORM disks, can be erased, written over, or otherwise reused or altered. These are sometimes referred to as Erasable Optical Disks (EOD).~~

~~**"WORM"** optical Write Once Read Many means a type of optical disk, which cannot be erased or altered.~~

[**Source:** Amended at 12 Ok Reg 1331, eff 6-1-95]

~~60:10-8-4. Documentation standards~~

~~The following are the minimum documentation standards for maintaining state government records on optical imaging systems. All agencies using optical imaging systems for maintaining state government records shall maintain complete, up to date technical, operational, and security documentation that includes at least:~~

~~(1) The brand names; version numbers; serial numbers; and dates of installation, upgrades,~~

replacements, and conversions for all hardware and software.
(2) A narrative description of the system.
(3) The physical and technical characteristics of the records, including a record layout that describes each field including its name, size, starting or relative position, and a description of the form of the data (such as alphabetic, decimal, or numeric), or a data dictionary, or the equivalent information associated with a data base management system including a description of the relationship between data elements and data bases.
(4) Operating procedures, including methods for scanning, editing, revising, updating, indexing, or expunging records, and for backing up disks;
(5) All hardware and software operating manuals;
(6) Any other technical information needed to read or process the records.

[**Source:** Amended at 12 Ok Reg 1331, eff 6-1-95]

60:10-8-5. Standards for the creation, use, and storage of records maintained on optical imaging systems

(a) Optical imaging systems that maintain the state office of record copy of any state government record shall meet the following minimum requirements:
(1) All records stored in optical imaging systems shall be identified in such a manner as to enable authorized personnel to retrieve, protect, and implement approved dispositions for all records in the system.
(2) Provide a standard interchange format when necessary to permit the exchange of records and information stored in optical imaging systems in the agency that utilize different software and/or hardware.
(3) Provide for an approved disposition of the records, including, when appropriate, transfer to the State Archives for permanent preservation.
(b) Agencies shall insure that no information is lost prior to the expiration of stipulated retention periods because of changing technology or deterioration of the storage media by converting storage media and taking other action as required to provide compatibility with the agency's existing hardware and software. The migration strategy used for upgrading equipment as technology changes shall be documented and include provisions for:
(1) Periodically recopying to the same electronic media as required and/or transferring all records to new media. Data maintained on optical disks shall be recopied a minimum of once every ten (10) years onto tested and verified new media. The State Records Administrator may waive this requirement to recopy once every ten (10) years onto tested and verified new media if the following two conditions are satisfied:
(A) The agency demonstrates that such recopying will pose an undue cost burden.
(B) The agency and the State Records Administrator both certify in writing that all original images copied to the optical disk can still be retrieved and reproduced in their original form.
(2) When systems are upgraded or replaced, the new system shall be backward compatible with the existing system and all records and applicable indexes in the existing system shall be transferred to the new system or converted to permanent microfilm that meets all standards for authenticity, photographic quality, and bibliographic integrity required by Commission Rule 60:10-7-2.
(c) WORM, CD-ROM, and Rewritable optical disks may be utilized for maintaining state government records in optical imaging format. If rewritable optical disks are utilized, agencies shall maintain and regularly audit a list of all users of the system and their authorized access privileges and maintain a written record of all rewrites and deletions.
(d) Optical disks used for the storage of state government records shall have a guaranteed minimum pre-write shelf life of at least five (5) years and a guaranteed post-write shelf life of at least twenty (20)

~~years.~~
~~(e) Agencies shall maintain back up/security copies of all optical disks. All back up/securities copies shall be maintained in an off site storage facility that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, back up/security disks shall be stored in an area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. As an alternative back up/security procedure, agencies may use permanent microfilm that meets all standards for authenticity, photographic quality, and bibliographic integrity required by Commission Rule 60:10-7-2.~~
~~(f) Optical disks shall be inspected at least annually. Inspections shall include a visual examination of the medium and its housing and a reading of a statistical sample of all data to identify any loss of information and to discover and correct the cause of any data loss.~~
~~(g) Scanning densities shall be evaluated on standard procedures enumerated in ANSI/AIIM MS 44-1988, "Recommended Practice for Quality Control of Image Scanners." The following scanning densities shall be used for state government records:~~
~~(1) A minimum of 200 dots per inch (dpi) for records with no type fonts smaller than six point.~~
~~(2) A minimum of 300 dots per inch (dpi) for engineering drawings, maps, and other records with background detail.~~
~~(h) Visual quality control shall be performed for each scanned image and related index data.~~
~~(i) Scanners and optical drives shall receive periodic maintenance as specified by manufacturers and optical drives shall be recalibrated at least annually.~~
~~(j) Optical imaging systems shall either use CCITT Group 3 or Group 4 compression techniques without proprietary alterations to the algorithm or provide a gateway to either Group 3 or Group 4 compression techniques when proprietary compression techniques are utilized.~~
~~(k) Nonproprietary file header labels shall be used or the system developer shall either provide a bridge to nonproprietary file header labels or provide a detailed definition of image file header label structures.~~

[**Source:** Amended at 12 Ok Reg 1331, eff 6-1-95]

60:10-8-6. Annual compliance report [REVOKED]

[**Source:** Added at 13 Ok Reg 3873, eff 8-8-96 (emergency); Added at 14 Ok Reg 1250, eff 6-1-97; Revoked at 38 Ok Reg 911, eff 8-26-21]

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUG CONTROL
Records Disposition Authorization **2026-02**

*** October 22, 2026 ***

Summary

Agency requests approval for the destruction of the following records.

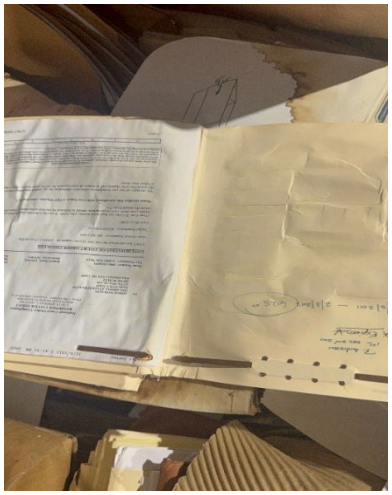
OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUG CONTROL
Records Disposition Authorization **2026-02**

*** October 22, 2026 ***

The Oklahoma Bureau of Narcotics and Dangerous Drug Control requests authorization for the immediate destruction of storage boxes containing records that suffered liquid damage and, as a result, are presumably contaminated. Records cannot be reformatted (copied or digitized) and currently pose a health threat to staff.









Description The damage occurred on or around September 18, 2026, at the Warehouse of the Oklahoma Bureau of Narcotics and Dangerous Drug Control located at 1001 NW 85th Street, Oklahoma City, OK. Around this time, a water pipe ruptured and flooded the boxes being stored. The structural failure resulted in a localized leak that flowed through an adjacent evidence storage zone and active pest habitats running over contaminated evidence and rodent feces prior to saturating these documents. The water damage has presumably rendered the documents unsafe for digitization or human contact.

Records Date 2006 and 2021

Volume 3 Cubic Foot Box

Schedule Consolidated Records Disposition Schedule 2015-1/ 6-5 Criminal Prosecution Case

Files (CF-21-167; Herrera, Eric) (CR-07-047 Turner, Jeffrey et al.,)

Disposition Retain in office fifteen years following the date of last activity related to the record or the resolution of any appeals, whichever period is longer.

6-5 **Criminal Prosecution Case Files**
Description: File includes reports, correspondence, and other information generated during the prosecution of criminal cases.
Disposition: Retain in office (15) years following the date of last activity related to the record or the resolution of any appeals, whichever period is longer.

Records Date 2006-2016

Volume 4 Cubic Foot Box

Schedule Consolidated Records Disposition Schedule 2015-1/ 3-1 Criminal Enforcement Case Files (Pen Registers

Disposition Retain in office fifteen years following the date of last activity or two (2) years after the exhaustion of all legal remedies, whichever period is longer.

3-1 **Criminal Enforcement Case Files**
Description: File includes reports, correspondence, recordings, and related information generated by investigative agents working with each case.
Disposition: Retain in office fifteen (15) years following the date of last activity or two (2) years after the exhaustion of all legal remedies, whichever period is longer.

Records Date 2015

Volume 2 Cubic Foot Box

Schedule Consolidated Records Disposition Schedule 2015-1/ 3-1 Criminal Enforcement Case Files (Subscriber info)

Disposition Retain in office fifteen years following the date of last activity or two (2) years after the exhaustion of all legal remedies, whichever period is longer.

3-1 **Criminal Enforcement Case Files**
Description: File includes reports, correspondence, recordings, and related information generated by investigative agents working with each case.
Disposition: Retain in office fifteen (15) years following the date of last activity or two (2) years after the exhaustion of all legal remedies, whichever period is longer.