



Agenda

Archives and Records Commission

October 24, 2024 | 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

Ruthie Chicoine, Proxy for State Auditor and Inspector

Kiran Nallayahgari, Proxy for State Treasurer

2. Consideration and possible approval of minutes for the July 25, 2024 meeting

3. State Archives and Records Management Division Activity Report

4. Consideration and possible approval of meeting schedule for 2025

a. January 23, 2025

b. April 24, 2025

c. July 24, 2025

d. October 23, 2025

5. Consideration and possible approval of Records Retention Schedules and Records Disposition Authorizations

a.* 1986-27 [AMD] Office of the Governor
2024-04 [NEW] Office of the Governor

b.* 1984-08 [AMD] Tax Commission, Headquarters Division
2024-01 [AMD] Tax Commission

c.* 1992-17 [AMD] Health, Protective Health Services
2002-01 [AMD] Health, Commissioner of Health

d. 2003-03 [AMD] Human Services, Office of Client Advocacy

e. 2024-05 [NEW] Central Interstate Low-Level Radioactive Waste Compact Commission



Agenda

Archives and Records Commission

October 24, 2024 | 11:00 a.m.

Oklahoma Department of Libraries

200 NE 18 Street

Oklahoma City, OK 73105

6. 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, July 25, 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 and on the agency's website on July 18, 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
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
Amanda Chrestensen	Department of Libraries
Sylvia Lanfair	Oklahoma Tax Commission
Charlotte Beatty	Oklahoma Tax Commission
Lyna Mitchell	Office of Management and Enterprise Services
Brittany Petricek	Office of Management and Enterprise Services
Kelli Kelnar	Regents for Higher Education
Heaven Kupiec	Tulsa Health Department
Nathan Paschal	Tulsa Health Department

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

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

Chicoine	aye
Currie	aye

McDonald aye
Nallayahgari aye
Rockwell aye

3. State Archives and Records Management Division Activity Report

Patricia Nunes shared highlights from the report covering April 13 to July 12, 2024.

4. Consideration of Requests:

a. Oklahoma Tax Commission

- i. Amendment to Records Disposition Schedule 1982-35, Enforcement Division
- ii. Amendment to Records Disposition Schedule 2024-01

The Oklahoma Tax Commission requested Records Disposition Schedules 1982-35 and 2024-01 be amended. Approval of the amendments to Records Disposition Schedules 1982-35 and 2024-01 was moved by Currie and seconded by Rockwell.

Chicoine aye
Currie aye
McDonald aye
Nallayahgari aye
Rockwell aye

b. Department of Health

- i. Amendment to Records Disposition Schedule 2002-06, Administrative Services
- ii. Amendment to Records Disposition Schedule 2003-02, Community and Family Health Services
- iii. Amendment to Records Disposition Schedule 2003-04, Office of General Counsel

The Department of Health requested Records Disposition Schedules 2002-06, 2003-02, and 2003-04 be amended. For Schedule 2002-06, the Commission noted the description for series 16-4 was underlined instead of stricken through as a deleted series should be. Approval of the amendments to Records Disposition Schedules 2002-06, 2003-02, and 2003-04, with the correction to delete all of series 16-4 in Schedule 2002-06, was moved by Currie and seconded by McDonald.

Chicoine aye
Currie aye
McDonald aye

Nallayahgari aye
Rockwell aye

c. Office of Management and Enterprise Services

- i. New Records Disposition Schedule 2024-03
- ii. Amendment to Records Disposition Schedule 1990-05, Capital Assets Management
- iii. Amendment to Records Disposition Schedule 1991-08
- iv. Amendment to Records Disposition Schedule 2015-02, Human Capital Management

The Office of Management and Enterprise Services requested New Records Disposition Schedule 2024-03 be created and Records Disposition Schedules 1990-05, 1991-08, and 2015-02 be amended. Approval of the New Records Disposition Schedule 2024-03 and amendments to Records Disposition Schedules 1990-05, 1991-08, and 2015-02 was moved by Nallayahgari and seconded by McDonald.

Chicoine aye
Currie aye
McDonald aye
Nallayahgari aye
Rockwell aye

d. State Regents for Higher Education

- i. Amendment to Records Disposition Schedule 1996-01

The State Regents for Higher Education requested Records Disposition Schedule 1996-01 be amended. Approval of the amendments to Records Disposition Schedule 1996-01 was moved by Nallayahgari and seconded by Currie.

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 11:10 a.m.

Audrey Rockwell, Chair

Natalie Currie, Vice Chair and Secretary
Oklahoma Department of Libraries

Archives and Records Management Department Activity Report

July 13 – October 16, 2024

State Archives

Projects

- One intern alphabetized 11 boxes of Election Board records and is creating a finding aid for them to improve their accessibility. Another intern is removing duplicate copies of publications from state agencies to create more space for new records.
- Uploaded 14 state agency reports to the Archives.OK.Gov collection on Digital Prairie.
- Transfers to the State Archives include 95 cubic feet from the Commissioners of the Land Office, Election Board, OMES, Osteopathic Examiners Board, and Water Resources Board.

Professional Development

- Attended the National Association of Government Archives and Records Administrators (NAGARA) Annual Conference in Atlanta for training and networking, July 16-19
- Attended the Council of State Archivists annual meeting, September 17-20
- Attended the Oklahoma Archivists Association annual meeting, October 4
- Attended the Association of Records Managers and Administrators (ARMA) International Annual conference in Houston for training and networking, October 13-16

Records Management

Training

- Provided training to the electronic records coordinator from the Health Care Authority
- Provided training to staff from the J.D. McCarty Center
- Provided training for the Oklahoma Association of Collegiate Registrars and Admissions Officers (OACRAO), October 10

State Records Center and Annex

- Transfers to the State Records Center include 189 cubic feet from the Attorney General, Auditor and Inspector, Employment Security Commission, House of Representatives, and Secretary of State.
- Destructions from the State Records Center include 134 cubic feet of records for the Attorney General, Corporation Commission, and OMES.
- Acquired software to manage the inventory of the State Records Center and Annex and are currently receiving training from the vendor.

Outreach

- Shared State Archives and ODL resources at OMA's Teacher Resource Social, August 6
- Provided a State Archives tour for Representative Michelle McCane, July 31
- Provided a State Archives tour for staff from the House of Representatives, August 15
- Provided a State Archives tour for Representative Dick Lowe and House Senior Fiscal Policy Analyst Cole Stout, August 15
- Promoted the State Archives collections in ODL's October newsletter with a story from a researcher using our Grand River Dam Authority records, October 1

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
Amendments to Records Disposition Schedule 86-27

* October 24, 2024 *

Summary

Agency requests Introduction be amended.

- 1-1 Agency requests series be deleted from its schedule. These records are convenience copies.
- 1-2 Agency requests series be amended and transferred to Schedule 2024-04, Series 2-1.
- 1-2A Agency requests series be amended and transferred to Schedule 2024-04, Series 2-2.
- 1-3 Agency requests series be deleted from its schedule. OMES is the state office of record.
- 1-4 Agency requests series be amended and transferred to Schedule 2024-04, Series 5-3.
- 1-5 Agency requests series be amended and transferred to Schedule 2024-04, Series 5-4.
- 1-6 Agency requests series be amended and transferred to Schedule 2024-04, Series 6-3.
- 1-7 Agency requests series be amended and transferred to Schedule 2024-04, Series 7-1.
- 1-8 Agency requests series be amended and transferred to Schedule 2024-04, Series 3-1.
- 1-9 Agency requests series be deleted from its schedule. These records are no longer created. There is no backlog of records.
- 1-10 Agency requests series be amended and transferred to Schedule 2024-04, Series 5-1.
- 1-11 Agency requests series be deleted from its schedule. These records are no longer created. There is no backlog of records.
- 1-12 Agency requests series be deleted from its schedule. These records are no longer created. There is no backlog of records.
- 1-13 Agency requests series be deleted from its schedule. These records are included in series 1-2.
- 1-14 Agency requests series be amended and transferred to Schedule 2024-04, Series 4-1.
- 2-1 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-2 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-3 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-4 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-5 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-6 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-6A Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-7A Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-7A Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-7B Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-8 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-9 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-10 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-11A Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-11B Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-12 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-13 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-14 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-15 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-16 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-16A Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 2-17 Agency requests series be deleted from its schedule. These records are included in the GRDS.

OFFICE OF THE GOVERNOR
Amendments to Records Disposition Schedule **86-27**

*** October 24, 2024 ***

- 4-2 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 4-3 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 4-4 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 4-5 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 4-6 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 4-7 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 4-8 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 4-9 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 4-10 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 4-11 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 4-12 Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 4-12A Agency requests series be deleted from its schedule. These records are included in the GRDS.
- 4-13 Agency requests series be deleted from its schedule. These records are included in the GRDS.

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
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This schedule is superseded by Schedule 2024-04, as approved by the Archives and Records Commission on October 24, 2024.

This consolidated records disposition schedule encompasses the original schedule approved October 15, 1986, and subsequent amendments approved October 12, 1988, April 15, 1992, April 14, 1993, October 29, 2009, and February 25, 2021. The General Records Disposition Schedule descriptions and dispositions on this schedule may be found by referring to the various General Records Disposition Schedules. 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.

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Amendments to Records Disposition Schedule 86-27

* October 24, 2024 *

The following are the administrative records, primarily organized as files of the Governor, Administrative Assistant, or Central File:

1-1 **~~Agency, Board, Commission, Mini-Cabinet and Governor's Committee Files~~**

~~Description: Usually arranged by governmental entity, these files may include meeting minutes and agendas, correspondence, and publications.~~

~~Disposition: Retain in office until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.~~
Delete from schedule, October 24, 2024

1-2 **Appointment Files Boards, Commissions, Cabinet Secretaries (Records may be confidential, subject to 51 O.S. §§ 24A.5, 24A.7)**

Description: File includes information related to appointees of boards, commissions, and the Governor's Cabinet. The files are usually arranged chronologically and by name of appointee and agency. These files may include job resumes, and correspondence and appointment orders. See Series ~~1-2A~~ 2-2 for judicial appointment files.

Disposition: Appointed candidates: Retain ~~in office~~ until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.

Candidates not appointed: Retain until appointee is sworn in, then destroy.
Amend and transfer to Schedule 2024-04, Series 2-1, October 24, 2024

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1-2A **Judicial Nominating Commission** (Records may be confidential, subject to 51 O.S. §24A.7, 74 O.S. §150.5, and 1997 OK AG 16)

Description: File includes Applications for Judicial Vacancy (Application) and personal information filed by the applicants with the chairperson of the Judicial Nominating Commission (JNC) at the office of the Administrative Director of the Courts. The Administrator or his/her appointee compiles a confidential investigation of the judicial candidates which can include lawyer and judicial complaints/disciplinary records, criminal history reports, background investigation reports of the Oklahoma State Bureau of Investigation, credit history reports, educational records, tax records, records of the Oklahoma Bar Association and Oklahoma Board of Bar Examiners, records of civil or criminal litigation, records of the Oklahoma Ethics Commission, and any correspondence regarding the candidates.

The chairperson of the JNC or his/her appointee delivers to the Governor a copy of the Application and all other documents related to the confidential investigation for the three candidates selected by the JNC for potential appointment (Supreme Court Records Disposition Schedule 80-44, Series 1-13).

Disposition: Appointed candidates: Retain Application ~~one (1) year in office ten (10) years~~, then destroy. Retain all other documents relating to the confidential investigation of the appointee until appointee is sworn in, then destroy.

Candidates not appointed: Retain ~~Applications and all other documents~~ until appointee is sworn in, then destroy.

Amend and transfer to Schedule 2024-04, Series 2-2, October 24, 2024

1-3 **Budget Files**

Description: ~~These files include correspondence, memoranda, statistical reports and other documents dealing with House and Senate actions on budgets submitted by the Governor to the Legislature.~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.~~

Delete from schedule, October 24, 2024

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1-4 **Official Correspondence** (Records may be confidential or privileged, subject to 51 O.S. §§ 24A.5, *Vandelay Entm't, LLC v. Fallin*, 2014 OK 109, 343 P.3d 1273)

Description: Files may consist of correspondence that records official acts of the Governor ~~incoming letters and copies of outgoing responses dealing with all facets of governmental operation.~~

Disposition: Retain ~~in office~~ until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.
Amend and transfer to Schedule 2024-04, Series 5-3, October 24, 2024

1-5 **Executive Action Order and Proclamation Files**

Description: Files include records concerning executive orders, proclamations, and declarations and copies of executive orders, proclamations, and declarations. These files provide background information on the official acts of the Governor and include copies of executive orders and correspondence.

The Oklahoma Secretary of State is the state office of record for all official acts of the Governor (74 O.S. § 3.1; Office of the Secretary of State Disposition Schedule 92-15, Series 2-4, 2-9, 3-1, 3-2, 6-1, and 6-3).

Disposition: Retain ~~in office~~ until no longer required for administrative purposes, then ~~destroy~~ transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.
Amend and transfer to Schedule 2024-04, Series 5-4, October 24, 2024

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1-6 **Legal Clemency Files** (Records may be confidential, subject to 51 O.S. §§ 24A.5, 24A.8, 24A.12)

Description: Files concern executive clemency and may include certificates of pardons, paroles, commutations, revocations, and stays of execution. Usually arranged by topic or style of case, these files include letters, memoranda, copies of court decisions and orders, and petitions pertaining litigation involving the state. Topics include extraditions, pardons and paroles, public trusts, and stays of execution.

The Oklahoma Secretary of State is the state office of record for all official acts of the Governor (74 O.S. § 3.1; Office of the Secretary of State Disposition Schedule 92-15, Series 3-1). See also Pardon and Parole Board Disposition Schedule 2016-02, Series 1-1, 1-2, 1-3, 1-6, and 1-7.

Disposition: Retain ~~in office~~ until no longer required for administrative purposes, then ~~destroy~~ transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.
Amend and transfer to Schedule 2024-04, Series 6-3, October 24, 2024

1-7 **Legislative Files**

Description: Normally arranged by bill numbers, these files chart the progress of proposed bills and resolutions through the Legislature. Documents may include messages to or from the chamber of origin regarding bills and resolutions ~~copies of bills and resolutions, correspondence, and reference materials such as newspaper clippings and copies of executive orders.~~

The Oklahoma Secretary of State is the state office of record for all official acts of the Governor (74 O.S. § 3.1; Office of the Secretary of State Disposition Schedule 92-15, Series 2-1, 2-9).

Disposition: Retain ~~in office~~ until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.
Amend and transfer to Schedule 2024-04, Series 7-1, October 24, 2024

1-8 **Press Files**

Description: These files may include digital marketing materials, press releases, newspaper clippings, speeches, and photographs, and videos.

Disposition: Retain in office until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.
Amend and transfer to Schedule 2024-04, Series 3-1, October 24, 2024

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1-9 **Project Files**

Description: Usually arranged by project type, these files contain correspondence, newspaper clippings, financial reports, and organization and work flow charts.

Disposition: Retain in office until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.
Delete from schedule, October 24, 2024

1-10 **Scheduling Files**

Description: Records related to the Governor's public schedule. These files may contain calendar entries and other materials relating to the acceptance or rejection of invitations for visits and speaking engagements extended to the Governor. These files consist of correspondence, pamphlets, and other materials relating to the acceptance or rejection of invitations for visits and speaking engagements extended to the Governor.

Disposition: Retain in office until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.
Amend and transfer to Schedule 2024-04, Series 5-1, October 24, 2024

1-11 **Study Files**

Description: Usually arranged by the names of particular studies, files consist of correspondence, reference materials, final reports, and supporting workpapers and data compilation.

Disposition: Retain in office until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.
Delete from schedule, October 24, 2024

1-12 **Subject Files**

Description: These staff working files contain correspondence; copies of the minutes of various agencies, boards, and commissions; newspaper clippings; brochures; and other reference materials.

Disposition: Retain in office until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.
Delete from schedule, October 24, 2024

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~~1-13~~ **Proposed Appointment Files**

~~Description:~~ These files consist of letters proposing certain individuals for gubernatorial appointments. The files may also contain resumes or vita.

~~Disposition:~~ Retain in office until no longer required for administrative purposes, then destroy.
Delete from schedule, October 24, 2024

1-14 **Constituency Files**

A. Description: Files contain incoming correspondence addressed to the Governor from residents of the State of Oklahoma requesting that the Governor direct attention toward a concern of personal or local interest which is of importance to the correspondent.

~~Volume:~~ 500 cubic feet per year

~~Disposition:~~ Retain in office for three (3) months, then destroy.

B. Description: Files contain ~~electronic copies of~~ outgoing correspondence to residents of the State of Oklahoma who have written to the Governor requesting that attention be given toward a concern of personal or local interest.

~~Disposition:~~ Retain in office until one (1) year old, then delete or destroy.

C. Description: Files contain incoming correspondence addressed to the Governor from inmates of the State of Oklahoma.

Disposition: Retain one (1) year, then destroy.
Amend and transfer to Schedule 2024-04, Series 4-1, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
Amendments to Records Disposition Schedule 86-27

* October 24, 2024 *

The following financial records of the Governor are included in General Records Disposition Schedule, Series 2 approved by the Archives and Records Commission:

- 2-1 ~~**6-Digit Expenditure Detail Reports**~~ (Refer to General Records Disposition Schedule, Series 2-1)
Delete from schedule, October 24, 2024
- 2-2 ~~**Budget and Cash Balance Reports**~~ (Refer to General Records Disposition Schedule, Series 2-2)
Delete from schedule, October 24, 2024
- 2-3 ~~**Summary of Receipts, Disbursements, and Balances by Agency**~~ (Refer to General Records Disposition Schedule, Series 2-3)
Delete from schedule, October 24, 2024
- 2-4 ~~**6-Digit Object of Expenditure Summary Reports**~~ (Refer to General Records Disposition Schedule, Series 2-4)
Delete from schedule, October 24, 2024
- 2-5 ~~**Monthly Receipts and Expenditure Reports**~~ (Refer to General Records Disposition Schedule, Series 2-5)
Delete from schedule, October 24, 2024
- 2-6 ~~**Budget Work Program**~~ (Refer to General Records Disposition Schedule, Series 2-6)
Delete from schedule, October 24, 2024
- 2-6A ~~**Division Budget File**~~ (Refer to General Records Disposition Schedule, Series 2-6B)
Delete from schedule, October 24, 2024
- 2-7 ~~**Budget Requests**~~ (Refer to General Records Disposition Schedule, Series 2-7)
Delete from schedule, October 24, 2024
- 2-7A ~~**Budget Requests Working File**~~ (Refer to General Records Disposition Schedule, Series 2-7B)
Delete from schedule, October 24, 2024
- 2-7B ~~**Division Budget Requests File**~~ (Refer to General Records Disposition Schedule, Series 2-7C)
Delete from schedule, October 24, 2024
- 2-8 ~~**Annual Allotment Requests**~~ (Refer to General Records Disposition Schedule, Series 2-9)
Delete from schedule, October 24, 2024
- 2-9 ~~**Request for Allotment and Appropriation Transfer**~~ (Refer to General Records Disposition Schedule, Series 2-10)
Delete from schedule, October 24, 2024

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* October 24, 2024 *

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- 2-10 ~~Requests for Encumbrance~~ (Refer to General Records Disposition Schedule, Series 2-11)
Delete from schedule, October 24, 2024
- 2-11A ~~Miscellaneous Claims and Invoices (Except OSF Form 14 and OSF Form 9)~~ (Refer to
General Records Disposition Schedule, Series 2-12)
Delete from schedule, October 24, 2024
- 2-11B ~~Division Miscellaneous Claims and Invoices~~ (Refer to General Records Disposition
Schedule, Series 2-12B)
Delete from schedule, October 24, 2024
- 2-12 ~~Payroll Claims~~ (Refer to General Records Disposition Schedule, Series 2-14)
Delete from schedule, October 24, 2024
- 2-13 ~~Payroll Warrant Cancellation Forms~~ (Refer to General Records Disposition Schedule, Series
2-15)
Delete from schedule, October 24, 2024
- 2-14 ~~Affidavit of Lost or Destroyed Warrant~~ (Refer to General Records Disposition Schedule,
Series 2-17)
Delete from schedule, October 24, 2024
- 2-15 ~~Affidavits for Cancelled Warrants Issued in Error~~ (Refer to General Records Disposition
Schedule, Series 2-18)
Delete from schedule, October 24, 2024
- 2-16 ~~Purchase Order Files~~ (Refer to General Records Disposition Schedule, Series 2-19)
Delete from schedule, October 24, 2024
- 2-16A ~~Division Purchase Order Files~~ (Refer to General Records Disposition Schedule, Series
2-19B)
Delete from schedule, October 24, 2024
- 2-17 ~~Institutional Purchase Orders and Contracts/"Agency Issued Orders"~~ (Refer to General
Records Disposition Schedule, Series 2-21)
Delete from schedule, October 24, 2024
- 2-17A ~~Division Institutional Purchase Orders and Contracts/"Agency Issued Orders"~~ (Refer to
General Records Disposition Schedule, Series 2-21B)
Delete from schedule, October 24, 2024
- 2-18 ~~Authorizations for Purchase~~ (Refer to General Records Disposition Schedule, Series 2-22)
Delete from schedule, October 24, 2024
- 2-18A ~~Division Authorization Orders Purchase File~~ (Refer to General Records Disposition
Schedule, Series 2-22B)
Delete from schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
Amendments to Records Disposition Schedule 86-27

* October 24, 2024 *

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- 2-19 ~~"OO" Contracts~~ (Refer to General Records Disposition Schedule, Series 2-23)
Delete from schedule, October 24, 2024
- 2-20 ~~6-Digit Object of Expenditure Summary by Fund Report~~ (Refer to General Records Disposition Schedule, Series 2-25)
Delete from schedule, October 24, 2024
- 2-21 ~~Agency Special and Clearing Account Reports~~ (Refer to General Records Disposition Schedule, Series 2-26)
Delete from schedule, October 24, 2024
- 2-22 ~~Reconciliation of Official Depository Balance~~ (Refer to General Records Disposition Schedule, Series 2-27)
Delete from schedule, October 24, 2024
- 2-23 ~~F.I.C.A. Quarterly Reports~~ (Refer to General Records Disposition Schedule, Series 2-28)
Delete from schedule, October 24, 2024
- 2-24 ~~Special and Clearing Account Vouchers (Warrants)~~ (Refer to General Records Disposition Schedule, Series 2-29)
Delete from schedule, October 24, 2024
- 2-25 ~~Payroll Working File~~ (Refer to General Records Disposition Schedule, Series 2-32)
Delete from schedule, October 24, 2024
- 2-26 ~~Bond Ledgers and Issuance Files~~ (Refer to General Records Disposition Schedule, Series 2-34)
Delete from schedule, October 24, 2024
- 2-27 ~~Maintenance and Insurance Files~~ (Refer to General Records Disposition Schedule, Series 2-35)
Delete from schedule, October 24, 2024
- 2-28 ~~Miscellaneous Payroll Data~~ (Refer to General Records Disposition Schedule, Series 2-36)
Delete from schedule, October 24, 2024
- 2-29 ~~Inventories~~ (Refer to General Records Disposition Schedule, Series 2-41)
Delete from schedule, October 24, 2024
- 2-29A ~~Inventories Convenience File~~ (Refer to General Records Disposition Schedule, Series 2-41B)
Delete from schedule, October 24, 2024
- 2-30 ~~Surplus Property File~~ (Refer to General Records Disposition Schedule, Series 2-43)
Delete from schedule, October 24, 2024
- 2-31 ~~Employees on Payroll of More Than One Agency~~ (Refer to General Records Disposition Schedule, Series 2-45)
Delete from schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
Amendments to Records Disposition Schedule 86-27

* October 24, 2024 *

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- 2-32 ~~Payroll Year To Date Reports~~ (Refer to General Records Disposition Schedule, Series 2-44)
Delete from schedule, October 24, 2024
- 2-33 ~~Outstanding Purchase Orders Report~~ (Refer to General Records Disposition Schedule, Series 2-47)
Delete from schedule, October 24, 2024
- 2-34 ~~Cancelled Non-encumbered Contracts/Cancelled Non-Binding Contracts Reports~~ (Refer to General Records Disposition Schedule, Series 2-48)
Delete from schedule, October 24, 2024
- 2-35 ~~Financial Correspondence [Hard Copy Records]~~ (Refer to General Records Disposition Schedule, Series 2-49)
Delete from schedule, October 24, 2024
- 2-36 ~~Miscellaneous Financial Computer Printouts~~ (Refer to General Records Disposition Schedule, Series 2-51)
Delete from schedule, October 24, 2024
- 2-37 ~~Travel Expenditure Reports~~ (Refer to General Records Disposition Schedule, Series 2-52)
Delete from schedule, October 24, 2024
- 2-38 ~~Fiscal AFP Expenditure Reports~~ (Refer to General Records Disposition Schedule, Series 2-53)
Delete from schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
Amendments to Records Disposition Schedule 86-27

* October 24, 2024 *

The following personnel records of the Governor are included in General Records Disposition, Series 3 approved by the Archives and Records Commission:

- 3-1 ~~Personnel Records of Permanent State Employees (Active)~~ (Refer to General Records Disposition Schedule, Series 3-1)
Delete from schedule, October 24, 2024
- 3-1A ~~Personnel File (Convenience Copies)~~ (Refer to General Records Disposition Schedule, Series 3-1B)
Delete from schedule, October 24, 2024
- 3-2 ~~Personnel Records of Permanent State Employees (Inactive) Retirement System Members and Nonretirement Members~~ (Refer to General Records Disposition Schedule, Series 3-1D)
Delete from schedule, October 24, 2024
- 3-3 ~~Employment Applications and Interviews Records~~ (Refer to General Records Disposition Schedule, Series 3-3 and 3-4)
Delete from schedule, October 24, 2024
- 3-4 ~~Current Employee Rosters~~ (Refer to General Records Disposition Schedule, Series 3-14)
Delete from schedule, October 24, 2024
- 3-5 ~~W-2 Forms~~ (Refer to General Records Disposition Schedule, Series 3-15)
Delete from schedule, October 24, 2024
- 3-7 ~~Insurance Enrollment Cards (Active)~~ (Refer to General Records Disposition Schedule, Series 3-16)
Delete from schedule, October 24, 2024
- 3-8 ~~Insurance Enrollment Cards (Inactive)~~ (Refer to General Records Disposition Schedule, Series 3-17)
Delete from schedule, October 24, 2024
- 3-9 ~~Employee Health Insurance Files Records (Except Colleges and Universities)~~ (Refer to General Records Disposition Schedule, Series 3-19)
Delete from schedule, October 24, 2024
- 3-10 ~~Payroll Information Records~~ (Refer to General Records Disposition Schedule, Series 3-21)
Delete from schedule, October 24, 2024
- 3-11 ~~Employee Attendance Records~~ (Refer to General Records Disposition Schedule, Series 3-22)
Delete from schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
Amendments to Records Disposition Schedule 86-27

* October 24, 2024 *

-
- 3-11A ~~Daily Attendance Records (Convenience Copy)~~ (Refer to General Records Disposition Schedule, Series 3-22B)
Delete from schedule, October 24, 2024
- 3-12 ~~Employee Leave Requests (Record Copy)~~ (Refer to General Records Disposition Schedule, Series 3-23)
Delete from schedule, October 24, 2024
- 3-12A ~~Employee Leave Requests (Convenience Copy)~~ (Refer to General Records Disposition Schedule, Series 3-23B)
Delete from schedule, October 24, 2024
- 3-13 ~~Longevity Records~~ (Refer to General Records Disposition Schedule, Series 3-24)
Delete from schedule, October 24, 2024
- 3-15 ~~Retirement Enrollment Application~~ (Refer to General Records Disposition Schedule, Series 3-25)
Delete from schedule, October 24, 2024
- 3-16 ~~Workers Compensation Quarterly Report~~ (Refer to General Records Disposition Schedule, Series 3-26)
Delete from schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
Amendments to Records Disposition Schedule 86-27

* October 24, 2024 *

The following administrative records of the Governor are included in General Records Disposition, Series 1 approved by the Archives and Records Commission:

4-1 **Minutes—Official**

~~Description: Official minutes of Board or Commission meetings.~~

~~Disposition: Retain in office until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.
Delete from schedule, October 24, 2024~~

4-2 **Correspondence**

~~Description: File consists of executive officer's incoming and copies of outgoing correspondence.~~

~~Disposition: Retain in office until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.
Delete from schedule, October 24, 2024~~

4-3 **Legislative Files** (Refer to General Records Disposition Schedule, Series 1-6)
Delete from schedule, October 24, 2024

4-4 **Monthly Reports**

~~Description: Record copy of monthly reports submitted by Divisions, Departments, or Section documenting activities to Administration.~~

~~Disposition: Retain in office until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.
Delete from schedule, October 24, 2024~~

4-5 **Reference File** (Refer to General Records Disposition Schedule, Series 1-8)
Delete from schedule, October 24, 2024

4-6 **Contracts**

~~Description: Record copies of contracts to which the agency is party.~~

~~Disposition: Retain in office until one (1) year after 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, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.
Delete from schedule, October 24, 2024~~

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
Amendments to Records Disposition Schedule 86-27

* October 24, 2024 *

-
- 4-7 ~~Telephone Memo Book~~ (Refer to General Records Disposition Schedule, Series 1-9)
Delete from schedule, October 24, 2024
- 4-8 ~~Telephone Logs~~ (Refer to General Records Disposition Schedule, Series 1-10)
Delete from schedule, October 24, 2024
- 4-9 ~~Agency Staff Meetings~~ (Refer to General Records Disposition Schedule, Series 1-11)
Delete from schedule, October 24, 2024
- 4-10 ~~Mailing Lists~~ (Refer to General Records Disposition Schedule, Series 1-12)
Delete from schedule, October 24, 2024
- 4-11 ~~Calendars of Events~~ (Refer to General Records Disposition Schedule, Series 1-15)
Delete from schedule, October 24, 2024
- 4-12 ~~Travel Requests~~ (Refer to General Records Disposition Schedule, Series 1-20)
Delete from schedule, October 24, 2024
- 4-12A ~~Travel Request Duplicates~~ (Refer to General Records Disposition Schedule, Series 1-20B)
Delete from schedule, October 24, 2024
- 4-13 ~~Professional Services Contracts File~~ (Refer to General Records Disposition Schedule, Series 2-92)
Delete from schedule, October 24, 2024

OFFICE OF THE GOVERNOR
NEW Records Disposition Schedule **2024-04**

*** October 24, 2024***

Summary

Agency requests new schedule be created.

Series 1 – Administrative Files

1-1 Agency requests series be added to its schedule.

Series 2 – Appointment Files

2-1 Agency requests series be transferred from Schedule 1986-27, Series 1-2.

2-2 Agency requests series be transferred from Schedule 1986-27, Series 1-2A.

2-3 Agency requests series be added to its schedule.

Series 3 – Communication Files

3-1 Agency requests series be transferred from Schedule 1986-27, Series 1-8.

Series 4 – Constituent Services and Public Affairs Files

4-1 Agency requests series be transferred from Schedule 1986-27, Series 1-14.

Series 5 – Executive Office Files

5-1 Agency requests series be transferred from Schedule 1986-27, Series 1-10.

5-2 Agency requests series be transferred from Schedule 1986-27, Series 1-4.

5-3 Agency requests series be transferred from Schedule 1986-27, Series 1-5.

Series 6 – Legal Files

6-1 Agency requests series be added to its schedule.

6-2 Agency requests series be transferred from Schedule 1986-27, Series 1-6.

6-3 Agency requests series be added to its schedule.

6-4 Agency requests series be added to its schedule.

Series 7 – Legislative Files

7-1 Agency requests series be transferred from Schedule 1986-27, Series 1-7.

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
NEW Records Disposition Schedule 2024-04

*** October 24, 2024***

This records disposition schedule encompasses the original schedule approved by the Archives and Records Commission on October 24, 2024, and supersedes Schedule 1986-27. For all other records not identified or fairly encompassed within a record series in this records disposition schedule, the General Records Disposition Schedule shall govern.

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

In order to maintain individual record series in the most efficient and cost-effective format, the Office of the Governor 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. Backup copies of electronically stored records are stored in an off-site storage area operated and managed by the Office of Management and Enterprise Services.

Disposition Schedule Format

The records for the Office of the Governor are organized as follows:

- 1 – Administrative Files
- 2 – Appointment Files
- 3 – Communication Files
- 4 – Constituent and Public Affairs Files
- 5 – Executive Office Files
- 6 – Legal Files
- 7 – Legislative Files

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
NEW Records Disposition Schedule **2024-04**

*** October 24, 2024***

Administrative Files

1-1 **Gifts to the Governor**

Description: File includes information related to gifts sent to the Governor.

Disposition: Retain until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.
Add to schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
NEW Records Disposition Schedule 2024-04

* October 24, 2024*

Appointment Files

2-1 **Boards, Commissions, Cabinet Secretaries** (Records may be confidential, subject to 51 O.S. §§ 24A.5, 24A.7)

Description: File includes information related to appointees of boards, commissions, and the Governor's Cabinet. The files are usually arranged chronologically and by name of appointee and agency. These files may include correspondence and appointment orders. See Series 2-2 for judicial appointment files.

Disposition: Appointed candidates: Retain until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.

Candidates not appointed: Retain until appointee is sworn in, then destroy.
Transfer from Schedule 1986-27, Series 1-2, October 24, 2024

2-2 **Judicial Nominating Commission** (Records may be confidential, subject to 51 O.S. §24A.7, 74 O.S. §150.5, and 1997 OK AG 16)

Description: File includes Applications for Judicial Vacancy (Application) and personal information filed by the applicants with the chairperson of the Judicial Nominating Commission (JNC) at the office of the Administrative Director of the Courts. The Administrator or his/her appointee compiles a confidential investigation of the judicial candidates which can include lawyer and judicial complaints/disciplinary records, criminal history reports, background investigation reports of the Oklahoma State Bureau of Investigation, credit history reports, educational records, tax records, records of the Oklahoma Bar Association and Oklahoma Board of Bar Examiners, records of civil or criminal litigation, records of the Oklahoma Ethics Commission, and any correspondence regarding the candidates.

The chairperson of the JNC or his/her appointee delivers to the Governor a copy of the Application and all other documents related to the confidential investigation for the three candidates selected by the JNC for potential appointment (Supreme Court Records Disposition Schedule 80-44, Series 1-13).

Disposition: Appointed candidates: Retain Application one (1) year, then destroy. Retain all other documents relating to the confidential investigation of the appointee until appointee is sworn in, then destroy.

Candidates not appointed: Retain until appointee is sworn in, then destroy.
Transfer from Schedule 1986-27, Series 1-2A, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
NEW Records Disposition Schedule 2024-04

* October 24, 2024*

Appointment Files

2-3 **Resignation Letters**

Description: Files consist of resignation letters from various state government officials.

Disposition: Retain until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.

Add to schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
NEW Records Disposition Schedule **2024-04**

*** October 24, 2024***

Communications Files

3-1 **Press Files**

Description: These files may include digital marketing materials, press releases, speeches, photographs, and videos.

Disposition: Retain until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.

Transfer from Schedule 1986-27, Series 1-8, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
NEW Records Disposition Schedule 2024-04

* October 24, 2024*

Constituent Services and Public Affairs Files

4-1 **Constituency Files**

A. Description: Files contain incoming correspondence addressed to the Governor from residents of the State of Oklahoma requesting that the Governor direct attention toward a concern of personal or local interest which is of importance to the correspondent.

Disposition: Retain three (3) months, then destroy.

B. Description: Files contain outgoing correspondence to residents of the State of Oklahoma who have written to the Governor requesting that attention be given toward a concern of personal or local interest.

Disposition: Retain one (1) year, then destroy.

C. Description: Files contain incoming correspondence addressed to the Governor from inmates of the State of Oklahoma.

Disposition: Retain one (1) year, then destroy.
Transfer from Schedule 1986-27, Series 1-14, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
NEW Records Disposition Schedule 2024-04

* October 24, 2024*

Executive Office Files

5-1 **Scheduling Files**

Description: Records related to the Governor’s public schedule. These files may contain calendar entries and other materials relating to the acceptance or rejection of invitations for visits and speaking engagements extended to the Governor.

Disposition: Retain until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.

Transfer from Schedule 1986-27, Series 1-10, October 24, 2024

5-2 **Official Correspondence** (Records may be confidential or privileged, subject to 51 O.S. §§ 24A.5, *Vandelay Entm’t, LLC v. Fallin*, 2014 OK 109, 343 P.3d 1273)

Description: Files may consist of correspondence that records official acts of the Governor.

Disposition: Retain until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.

Transfer from Schedule 1986-27, Series 1-4, October 24, 2024

5-3 **Executive Action Files**

Description: Files include records concerning executive orders, proclamations, and declarations and may contain copies of executive orders, proclamations, and declarations.

The Oklahoma Secretary of State is the state office of record for all official acts of the Governor (74 O.S. § 3.1; Office of the Secretary of State Disposition Schedule 92-15, Series 2-4, 2-9, 3-1, 3-2, 6-1, and 6-3).

Disposition: Retain until no longer required for administrative purposes, then destroy.

Transfer from Schedule 1986-27, Series 1-5, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
NEW Records Disposition Schedule 2024-04

* October 24, 2024*

Legal Files

6-1 **Legal General Files** (Records may be confidential or privileged, subject to 51 O.S. § 24A.5, 12 O.S. §§ 1824, 2502)

Description: Records concerning legal matters involving the Office of the Governor or to which the Office of the Governor or the State may have an interest and are not identified in another record series. Files may include letters, memoranda, copies of court decisions and orders, legal research, reference materials, and related materials.

Disposition: Retain until no longer required for administrative purposes, then destroy.
Add to schedule, October 24, 2024

6-2 **Clemency Files** (Records may be confidential, subject to 51 O.S. §§ 24A.5, 24A.8, 24A.12)

Description: Files concern executive clemency and may include certificates of pardons, paroles, commutations, revocations, and stays of execution.

The Oklahoma Secretary of State is the state office of record for all official acts of the Governor (74 O.S. § 3.1; Office of the Secretary of State Disposition Schedule 92-15, Series 3-1). See also Pardon and Parole Board Disposition Schedule 2016-02, Series 1-1, 1-2, 1-3, 1-6, and 1-7.

Disposition: Retain until no longer required for administrative purposes, then destroy.
Transfer from Schedule 1986-27, Series 1-6, October 24, 2024

6-3 **Interstate Agreement on Detainers Files**

Description: Files concerning the process of transporting prisoners under the Interstate Agreement on Detainers.

Disposition: Retain until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.
Add to schedule, October 24, 2024

6-4 **Extradition Files**

Description: Files concerning the extradition of criminals.

The Oklahoma Secretary of State is the state office of record for all official acts of the Governor (74 O.S. § 3.1; Office of the Secretary of State Disposition Schedule 92-15, Series 3-2).

Disposition: Retain until no longer required for administrative purposes, then destroy.
Add to schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OFFICE OF THE GOVERNOR
NEW Records Disposition Schedule 2024-04

* October 24, 2024*

Legislative Files

7-1 **Legislative Files**

Description: Normally arranged by bill numbers, these files chart the progress of proposed bills and resolutions through the Legislature. Documents may include messages to or from the chamber of origin regarding bills and resolutions.

The Oklahoma Secretary of State is the state office of record for all official acts of the Governor (74 O.S. § 3.1; Office of the Secretary of State Disposition Schedule 92-15, Series 2-1 and 2-9).

Disposition: Retain until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation, with authority to weed duplicate and ancillary materials.

Transfer from Schedule 1986-27, Series 1-7, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA TAX COMMISSION

Headquarters Division

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

*** October 24, 2024 ***

Summary

- 4-5 Agency requests series be amended and transferred to Schedule 2024-01, Series 15-1.
- 4-6 Agency requests series be amended and transferred to Schedule 2024-01, Series 15-2.
- 4-7 Agency requests series be amended and transferred to Schedule 2024-01, Series 15-3.
- 4-8 Agency requests series be amended and transferred to Schedule 2024-01, Series 15-4.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA TAX COMMISSION

Headquarters Division

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

*** October 24, 2024 ***

Administration

4-5 **Internal Investigations** (Essential Record 67 O.S. §203 (e)) (Confidential Record 51 O.S. §24.A7)

Description: File includes background investigation information related to new hires, as well as non-criminal, criminal, and miscellaneous investigations. File may also include internal investigations, investigation referral, and abandoned investigations. Files include supporting documentation related to the issue of the investigation.

Disposition: Retain ~~in office~~ five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two years after exhaustion of all legal remedies, provided records meet all stipulated retention periods.
Amend and transfer to Schedule 2024-01, Series 15-1, October 24, 2024

4-6 **Internal Audit Workpapers**

Description: File includes internal audit workpapers generated by Internal Audit during engagements of third-party contractors and internal programs or operations.

Disposition: Retain ~~in office~~ seven (7) 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.
Amend and transfer to Schedule 2024-01, Series 15-2, October 24, 2024

4-7 **Internal Audit Reports**

Description: File includes internal audit reports conducted by the Internal Audit Unit prepared from the Internal Audit Workpapers, Series ~~4-6~~ 15-2.

Disposition: Transfer one (1) copy of the internal audit report to the State Auditor and Inspector. Retain in office seven (7) 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.
Amend and transfer to Schedule 2024-01, Series 15-3, October 24, 2024

4-8 **Internal Audit Work Reports**

Description: File includes reports, other than internal audit reports included in Series ~~4-7~~ 15-3, conducted by the Internal Audit Unit prepared from the Internal Audit Workpapers, Series ~~4-6~~ 15-2. File may include, but is not limited to, reports of risk assessments and other reviews.

Disposition: Retain ~~in office~~ seven (7) 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.
Amend and transfer to Schedule 2024-01, Series 15-4, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA TAX COMMISSION

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

*** October 24, 2024 ***

Summary

Series 8 – Digital Communications and Marketing

- 8-1 Agency requests series be added to its schedule.
- 8-2 Agency requests series be added to its schedule.
- 8-3 Agency requests series be added to its schedule.
- 8-4 Agency requests series be added to its schedule.
- 8-5 Agency requests series be added to its schedule.
- 8-6 Agency requests series be added to its schedule.
- 8-7 Agency requests series be added to its schedule.
- 8-8 Agency requests series be added to its schedule.
- 8-9 Agency requests series be added to its schedule.
- 8-10 Agency requests series be added to its schedule.

Series 10 – Human Resources

- 10-1 Agency requests series be added to its schedule.
- 10-2 Agency requests series be added to its schedule.
- 10-3 Agency requests series be added to its schedule.
- 10-4 Agency requests series be added to its schedule.
- 10-5 Agency requests series be added to its schedule.
- 10-6 Agency requests series be added to its schedule.
- 10-7 Agency requests series be added to its schedule.
- 10-8 Agency requests series be added to its schedule.
- 10-9 Agency requests series be added to its schedule.
- 10-10 Agency requests series be added to its schedule.
- 10-11 Agency requests series be added to its schedule.
- 10-12 Agency requests series be added to its schedule.
- 10-13 Agency requests series be added to its schedule.
- 10-14 Agency requests series be added to its schedule.
- 10-15 Agency requests series be added to its schedule.
- 10-16 Agency requests series be added to its schedule.
- 10-17 Agency requests series be added to its schedule.
- 10-18 Agency requests series be added to its schedule.
- 10-19 Agency requests series be added to its schedule.
- 10-20 Agency requests series be added to its schedule.
- 10-21 Agency requests series be added to its schedule.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA TAX COMMISSION

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

*** October 24, 2024 ***

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- 10-22 Agency requests series be added to its schedule.
 - 10-23 Agency requests series be added to its schedule.
 - 10-24 Agency requests series be added to its schedule.
 - 10-25 Agency requests series be added to its schedule.
 - 10-26 Agency requests series be added to its schedule.
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 - 10-51 Agency requests series be added to its schedule.
 - 10-52 Agency requests series be added to its schedule.
 - 10-53 Agency requests series be added to its schedule.
 - 10-54 Agency requests series be added to its schedule.
 - 10-55 Agency requests series be added to its schedule.

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

*** October 24, 2024 ***

10-56 Agency requests series be added to its schedule.

10-57 Agency requests series be added to its schedule.

10-58 Agency requests series be added to its schedule.

10-59 Agency requests series be added to its schedule.

10-60 Agency requests series be added to its schedule.

10-61 Agency requests series be added to its schedule.

Series 12 – Learning and Development

12-1 Agency requests series be added to its schedule.

12-2 Agency requests series be added to its schedule.

12-3 Agency requests series be added to its schedule.

12-4 Agency requests series be added to its schedule.

12-5 Agency requests series be added to its schedule.

Series 13 – Innovation

13-4 Agency requests series be amended.

13-5 Agency requests series be amended.

13-9 Agency requests series be added to its schedule.

13-10 Agency requests series be added to its schedule.

13-11 Agency requests series be added to its schedule.

13-12 Agency requests series be added to its schedule.

13-13 Agency requests series be added to its schedule.

13-14 Agency requests series be added to its schedule.

13-15 Agency requests series be added to its schedule.

13-16 Agency requests series be added to its schedule.

Series 15 – Internal Audit

15-1 Agency requests series be transferred from Schedule 1984-08, Series 4-5.

15-2 Agency requests series be transferred from Schedule 1984-08, Series 4-6.

15-3 Agency requests series be transferred from Schedule 1984-08, Series 4-7.

15-4 Agency requests series be transferred from Schedule 1984-08, Series 4-8.

15-5 Agency requests series be added to its schedule.

15-6 Agency requests series be added to its schedule.

15-7 Agency requests series be added to its schedule.

Series 17 – Tax Policy and Research

17-1 Agency requests series be added to its schedule.

17-2 Agency requests series be added to its schedule.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA TAX COMMISSION

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

*** October 24, 2024 ***

- 17-3 Agency requests series be added to its schedule.
- 17-4 Agency requests series be added to its schedule.
- 17-5 Agency requests series be added to its schedule.
- 17-6 Agency requests series be added to its schedule.
- 17-7 Agency requests series be added to its schedule.
- 17-8 Agency requests series be added to its schedule.
- 17-9 Agency requests series be added to its schedule.
- 17-10 Agency requests series be added to its schedule.
- 17-11 Agency requests series be added to its schedule.
- 17-12 Agency requests series be added to its schedule.
- 17-13 Agency requests series be added to its schedule.
- 17-14 Agency requests series be added to its schedule.
- 17-15 Agency requests series be added to its schedule.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA TAX COMMISSION

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

*** October 24, 2024 ***

Digital Communications and Marketing

8-1 Projects

Description: File consists of implementation of projects, including communication and Smartsheet information regarding completion of project.

Disposition: Retain three (3) years, then destroy.
Add to schedule, October 24, 2024

8-2 Videos

Description: File consists of videos produced by the Digital Communications and Marketing division, including videos on policies and training.

Disposition: **Videos produced for public use:** Retain three (3) years after no longer used, then transfer to the Oklahoma Publications Clearinghouse for permanent preservation.

Videos produced for internal use only: Retain three (3) years after no longer used, then destroy.
Add to schedule, October 24, 2024

8-3 Correspondence Files (Confidential Record 68 O.S. §205)

Description: Files consist of incoming messages including Smartsheet information, social media messages, outgoing responses, Teams messages, internal and external inquiries regarding a tax topic including request from taxpayers, legislators, and media.

Disposition: Retain five (5) years, then destroy.
Add to schedule, October 24, 2024

8-4 Reports (Confidential Record 68 O.S. §205)

Description: File includes reports submitted by Division employees to other employees of the Oklahoma Tax Commission.

Disposition: Retain five (5) years, then destroy.
Add to schedule, October 24, 2024

8-5 Presentation Materials

Description: Copy of announcements, notices, agendas, correspondence, multi-media presentations, social media posts, bulletins and other records pertaining to the Oklahoma Tax Commission published by the Digital Communications and Marketing Division.

Disposition: Retain three (3) years after no longer used, then destroy.
Add to schedule, October 24, 2024

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

*** October 24, 2024 ***

Digital Communications and Marketing

8-6 Letter Update Committee (Confidential Record 68 O.S. §205)

Description: Files consist of updated letters, including feedback from employees of the Oklahoma Tax Commission on the updated letter.

Disposition: Retain three (3) years or until replaced by two (2) versions, then destroy.
Add to schedule, October 24, 2024

8-7 Training Materials

Description: Files consist of manuals, checklists, and guidelines available to employees of the Digital Communications and Marketing division for training on various duties within Digital Communications and Marketing.

Disposition: Retain two (2) years after no longer used, then destroy.
Add to schedule, October 24, 2024

8-8 Forms

Description: Files consist of all forms published by the Oklahoma Tax Commission.

Disposition: Retain five (5) years after replaced or twenty (20) years after no longer used, then destroy.
Add to schedule, October 24, 2024

8-9 Internal Website

Description: Files consist of copies of internal website publishing information including procedures, policies, floorplans, phone directory, and Internal Revenue Service (IRS) compliance guidelines.

Disposition: Retain five (5) years after replaced, then destroy.
Add to schedule, October 24, 2024

8-10 External Website

Description: Files consist of copies of calendar information, forms, and publications including tax charts, reports, exemption information, links to the Oklahoma Taxpayer portal, frequently asked questions, reports, and external links regarding streamlined sales tax.

Disposition: Retain five (5) years after replaced, then destroy.
Add to schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

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

*** October 24, 2024 ***

Human Resources

10-1 Correspondence

Description: File includes letters, responses, reports, and other related documents excluding correspondence included in series 10-57.

Disposition: Retain five (5) years, then destroy.
Add to schedule, October 24, 2024

10-2 Reports

Description: File includes reports created by employees of the Human Resources Division of the Oklahoma Tax Commission.

Disposition: Retain three (3) years, then destroy.
Add to schedule, October 24, 2024

10-3 Training Materials

Description: Manuals, checklists, and guidelines available to employees of the Human Resources Division for training of various duties within the Human Resources Division or for training employees on Human Resources topics and leadership.

Disposition: Retain three (3) years, then destroy.
Add to schedule, October 24, 2024

10-4 Job Descriptions

Description: Copies of job descriptions for various positions.

Disposition: Retain in office and destroy three (3) years after superseded, provided no legal actions are pending.
Add to schedule, October 24, 2024

10-5 Personnel Records of Permanent State Employees (Active) Records are subject to 51 O.S. §24A.7(A)(2)
Refer to Consolidated General Records Disposition Schedule, Series 3-1A.
Add to schedule, October 24, 2024

10-6 Personnel Records of Temporary State Employees Records are subject to 51 O.S. §24A.7(A)(2)
Refer to Consolidated General Records Disposition Schedule, Series 3-1C.
Add to schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

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

*** October 24, 2024 ***

Human Resources

- 10-7 Personnel Records of Permanent State Employees (Inactive) Retirement System Members and Nonretirement Members** Records are subject to 51 O.S. §24A.7(A)(2)
Refer to Consolidated General Records Disposition Schedule, Series 3-1D.
Add to schedule, October 24, 2024
- 10-8 Contractual Employment Records**
Refer to Consolidated General Records Disposition Schedule, Series 3-2.
Add to schedule, October 24, 2024
- 10-9 Employment Applications and Interviews Records (Applicants Hired)** Records are subject to 51 O.S. §24A.7(A)(2)
Refer to Consolidated General Records Disposition Schedule, Series 3-3.
Add to schedule, October 24, 2024
- 10-10 Employment Applications and Interviews Records (Applicants Not Hired)** Records are subject to 51 O.S. §24A.7(A)(2)
Refer to Consolidated General Records Disposition Schedule, Series 3-4.
Add to schedule, October 24, 2024
- 10-11 Reduction in Force Plan**
Refer to Consolidated General Records Disposition Schedule, Series 3-8.
Add to schedule, October 24, 2024
- 10-12 Employee Performance Appraisal Records**
Refer to Consolidated General Records Disposition Schedule, Series 3-10.
Add to schedule, October 24, 2024
- 10-13 Agency Promotional Plans**
Refer to Consolidated General Records Disposition Schedule, Series 3-12.
Add to schedule, October 24, 2024
- 10-14 Classification/Salary Schedules**
Refer to Consolidated General Records Disposition Schedule, Series 3-13.
Add to schedule, October 24, 2024
- 10-15 Acknowledgements of Receipt**
Refer to Consolidated General Records Disposition Schedule, Series 3-18.
Add to schedule, October 24, 2024
- 10-16 Employee Health Insurance Files Records**
Refer to Consolidated General Records Disposition Schedule, Series 3-19.
Add to schedule, October 24, 2024
- 10-17 Unemployment Compensation Claims Records**
Refer to Consolidated General Records Disposition Schedule, Series 3-20.
Add to schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

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

*** October 24, 2024 ***

Human Resources

- 10-18 Retirement Enrollment Application**
Refer to Consolidated General Records Disposition Schedule, Series 3-25.
Add to schedule, October 24, 2024
- 10-19 Workers Compensation Quarterly Report**
Refer to Consolidated General Records Disposition Schedule, Series 3-26.
Add to schedule, October 24, 2024
- 10-20 Workers Compensation Accident Records**
Refer to Consolidated General Records Disposition Schedule, Series 3-27.
Add to schedule, October 24, 2024
- 10-21 Job Announcement Records**
Refer to Consolidated General Records Disposition Schedule, Series 3-30.
Add to schedule, October 24, 2024
- 10-22 Grievance Records** Records are subject to 51 O.S. §24A.7(A)(2)
Refer to Consolidated General Records Disposition Schedule, Series 3-36.
Add to schedule, October 24, 2024
- 10-23 Benefit Information**
Refer to Consolidated General Records Disposition Schedule, Series 3-37.
Add to schedule, October 24, 2024
- 10-24 Position Description Questionnaire**
Refer to Consolidated General Records Disposition Schedule, Series 3-39.
Add to schedule, October 24, 2024
- 10-25 Fair Labor Standards Act Time Sheets**
Refer to Consolidated General Records Disposition Schedule, Series 3-45.
Add to schedule, October 24, 2024
- 10-26 Retirant Returning to Employment (Active)**
Refer to Consolidated General Records Disposition Schedule, Series 3-49.
Add to schedule, October 24, 2024
- 10-27 Retirant Returning to Employment (Inactive)**
Refer to Consolidated General Records Disposition Schedule, Series 3-50.
Add to schedule, October 24, 2024
- 10-28 Statement for Unused Sick Leave Record (Active)**
Refer to Consolidated General Records Disposition Schedule, Series 3-51.
Add to schedule, October 24, 2024
- 10-29 Statement for Unused Sick Leave Record (Inactive)**
Refer to Consolidated General Records Disposition Schedule, Series 3-52.
Add to schedule, October 24, 2024

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

*** October 24, 2024 ***

Human Resources

- 10-30 Final Unused Sick Leave Record (Active)**
Refer to Consolidated General Records Disposition Schedule, Series 3-53.
Add to schedule, October 24, 2024
- 10-31 Final Unused Sick Leave Record (Inactive)**
Refer to Consolidated General Records Disposition Schedule, Series 3-54.
Add to schedule, October 24, 2024
- 10-32 Employee File Review Log**
Refer to Consolidated General Records Disposition Schedule, Series 3-55.
Add to schedule, October 24, 2024
- 10-33 Notice of Right to Continued Coverage Records (Active)**
Refer to Consolidated General Records Disposition Schedule, Series 3-56.
Add to schedule, October 24, 2024
- 10-34 Notice of Right to Continued Coverage Records (Inactive)**
Refer to Consolidated General Records Disposition Schedule, Series 3-57.
Add to schedule, October 24, 2024
- 10-35 Change or Designation of Beneficiary Record**
Refer to Consolidated General Records Disposition Schedule, Series 3-58.
Add to schedule, October 24, 2024
- 10-36 Application for Disability Benefits Records (Active)**
Refer to Consolidated General Records Disposition Schedule, Series 3-59.
Add to schedule, October 24, 2024
- 10-37 Application for Disability Benefits Records (Inactive)**
Refer to Consolidated General Records Disposition Schedule, Series 3-60.
Add to schedule, October 24, 2024
- 10-38 Beneficiary's Application for Death Benefits Records (Active)**
Refer to Consolidated General Records Disposition Schedule, Series 3-61.
Add to schedule, October 24, 2024
- 10-39 Beneficiary's Application for Death Benefits Records (Inactive)**
Refer to Consolidated General Records Disposition Schedule, Series 3-62.
Add to schedule, October 24, 2024
- 10-40 Health Plan Change Request Records (Active)**
Refer to Consolidated General Records Disposition Schedule, Series 3-67.
Add to schedule, October 24, 2024
- 10-41 Health Plan Change Request Records (Inactive)**
Refer to Consolidated General Records Disposition Schedule, Series 3-68.
Add to schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

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

*** October 24, 2024 ***

Human Resources

- 10-42 Internal Recruitment Record (Applicants Selected)** Records are subject to 51 O.S. §24A.7(A)(2)
Refer to Consolidated General Records Disposition Schedule, Series 3-70.
Add to schedule, October 24, 2024
- 10-43 Internal Recruitment Record (Applicants Not Selected)** Records are subject to 51 O.S. §24A.7(A)(2)
Refer to Consolidated General Records Disposition Schedule, Series 3-71.
Add to schedule, October 24, 2024
- 10-44 Optional Insurance Coverage Cancellation**
Refer to Consolidated General Records Disposition Schedule, Series 3-75.
Add to schedule, October 24, 2024
- 10-45 Employee Mediation Records**
Refer to Consolidated General Records Disposition Schedule, Series 3-77.
Add to schedule, October 24, 2024
- 10-46 Employee Pre-termination Hearing Records**
Refer to Consolidated General Records Disposition Schedule, Series 3-78.
Add to schedule, October 24, 2024
- 10-47 Disciplinary Records** Records are subject to 51 O.S. §24A.7(A)(2)
Refer to Consolidated General Records Disposition Schedule, Series 3-79.
Add to schedule, October 24, 2024
- 10-48 Automatic Deposit Transmittal Forms (OPM-73)**
Refer to Consolidated General Records Disposition Schedule, Series 3-80.
Add to schedule, October 24, 2024
- 10-49 Employee Assistance Program Records**
Refer to Consolidated General Records Disposition Schedule, Series 3-81.
Add to schedule, October 24, 2024
- 10-50 OSHA Log and Summary of Occupational Injuries and Illnesses**
Refer to Consolidated General Records Disposition Schedule, Series 3-82.
Add to schedule, October 24, 2024
- 10-51 OSHA Supplementary Record**
Refer to Consolidated General Records Disposition Schedule, Series 3-83.
Add to schedule, October 24, 2024
- 10-52 Oklahoma Log and Summary of Occupational Injuries and Illnesses**
Refer to Consolidated General Records Disposition Schedule, Series 3-84.
Add to schedule, October 24, 2024
- 10-53 Employment History Cards**
Refer to Consolidated General Records Disposition Schedule, Series 3-85.
Add to schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA TAX COMMISSION

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

*** October 24, 2024 ***

Human Resources

10-54 Retirement Notice and Application

Refer to Consolidated General Records Disposition Schedule, Series 3-86.
Add to schedule, October 24, 2024

10-55 Correspondence Relating to Leave Without Pay

Refer to Consolidated General Records Disposition Schedule, Series 3-87.
Add to schedule, October 24, 2024

10-56 Correspondence Relating to Interagency Transfers

Refer to Consolidated General Records Disposition Schedule, Series 3-88.
Add to schedule, October 24, 2024

10-57 Department of Defense DD 214

Refer to Consolidated General Records Disposition Schedule, Series 3-89.
Add to schedule, October 24, 2024

10-58 Application for Withdrawal (Active)

Refer to Consolidated General Records Disposition Schedule, Series 3-92.
Add to schedule, October 24, 2024

10-59 Application for Withdrawal (Inactive)

Refer to Consolidated General Records Disposition Schedule, Series 3-93.
Add to schedule, October 24, 2024

10-60 Family and Medical Leave Records (26 CFR §825.500)

Refer to Consolidated General Records Disposition Schedule, Series 3-94.
Add to schedule, October 24, 2024

10-61 Equal Employment Opportunity Commission (EEOC) Claims and Complaints

Refer to Consolidated General Records Disposition Schedule, Series 3-95.
Add to schedule, October 24, 2024

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

*** October 24, 2024 ***

Learning and Development

12-1 Projects

Description: File consists of implementation of projects, including communication, survey information, and SharePoint and Smartsheet information regarding completion of project.

Disposition: Retain three (3) years, then destroy.
Add to schedule, October 24, 2024

12-2 Programs

Description: File consists of implementation of programs, including communication, survey information, SharePoint, videos, and Smartsheet information regarding completion of programs.

Disposition: Retain three (3) years after completion of the program, then destroy.
Add to schedule, October 24, 2024

12-3 Correspondence Files

Description: Files consist of incoming messages, including Smartsheet information, SharePoint, learning management systems messages, and Teams messages, except for those included in series 19-1 and 19-2.

Disposition: Retain five (5) years, then destroy.
Add to schedule, October 24, 2024

12-4 Reports

Description: File includes reports submitted by Division employees to other employees of the Oklahoma Tax Commission including presentations, training, recommendations, and proposed plans.

Disposition: Retain three (3) years after no longer used, then destroy.
Add to schedule, October 24, 2024

12-5 Training Materials

Description: Files consist of manuals, checklists, and guidelines available to employees of the Learning and Development Division for training of various duties within the Learning and Development Division.

Disposition: Retain three (3) years after no longer used, then destroy.
Add to schedule, October 24, 2024

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

*** October 24, 2024 ***

Innovation

13-4 **Correspondence Files** (Confidential Record 68 O.S. § 205)

Description: Files consist of incoming letters and memos, instant messages, emails, and copies of outgoing responses.

Disposition: Retain five (5) years, then destroy.

13-5 **Reports** (Confidential Record 68 O.S. § 205)

Description: File includes reports submitted by Division employees to other employees of the Oklahoma Tax Commission and other state government employees, including the annual report to the Oklahoma State Auditor and the SP174 report to the Office of Management and Enterprise Services.

Disposition: ~~Retain (5) years, then destroy.~~
Reports produced for public use: Retain seven (7) years after no longer used, then transfer to the Oklahoma Publications Clearinghouse for permanent preservation.

Reports produced for internal use only: Retain seven (7) years after no longer used, then destroy.

13-9 **Job List**

Description: File consists of items automatically processed including letters prepared.

Disposition: Retain seven (7) years, then destroy.
Add to schedule, October 24, 2024

13-10 **Gateway Information**

Description: File consists of a list of who accessed and/or deposited items into the Gateway.

Disposition: Retain seven (7) years, then destroy.
Add to schedule, October 24, 2024

13-11 **Internal Revenue Service Reports**

Description: Files consists of Internal Revenue Service (IRS) inspection results and corrective action plan, annually submitted safeguard security reports, policies, procedures required for Federal Taxpayer Identification (FTI) and reports concerning contractors.

Disposition: Retain seven (7) years, then destroy.
Add to schedule, October 24, 2024

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

*** October 24, 2024 ***

Innovation

13-12 Computer Equipment Inventory

Description: Files consists of record of which computer equipment and accessories are given to each employee of the Oklahoma Tax Commission.

Disposition: Retain two (2) years after the employee relinquishes control of the computer equipment and/or accessories, then destroy.
Add to schedule, October 24, 2024

13-13 Structured Query Request (SQR)

Description: File consists of submission of request for change and log of changes made within Oklahoma Tax Commission's internal computer operating program.

Disposition: Retain permanently.
Add to schedule, October 24, 2024

13-14 Help Desk Requests

Description: Files consist of requests for help with computer issues, software issues, and password resets.

Disposition: Retain seven (7) years, then destroy.
Add to schedule, October 24, 2024

13-15 OneLink Usage

Description: File consists of OneLink usage for each employee, including authentication information, IP address of user, and information concerning what was viewed or changed.

Disposition: Retain seven (7) years, then destroy.
Add to schedule, October 24, 2024

13-16 Training Materials

Description: Manuals, checklists, guidelines and computer-based videos available to employees of the Innovation Division for training of various duties within the Innovation Division.

Disposition: Retain two (2) years after no longer used, then destroy.
Add to schedule, October 24, 2024

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

*** October 24, 2024 ***

Internal Audit

15-1 Internal Investigations (Essential Record 67 O.S. §203 (e)) (Confidential Record 51 O.S. §24.A7)

Description: File includes background investigation information related to new hires, as well as non-criminal, criminal, and miscellaneous investigations. File may also include internal investigations, investigation referral, and abandoned investigations. Files include supporting documentation related to the issue of the investigation.

Disposition: Retain five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two years after exhaustion of all legal remedies, provided records meet all stipulated retention periods.
Transfer from Schedule 1984-08, Series 4-5, October 24, 2024

15-2 Internal Audit Workpapers

Description: File includes internal audit workpapers generated by Internal Audit during engagements of third-party contractors and internal programs or operations.

Disposition: Retain seven (7) 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.
Transfer from Schedule 1984-08, Series 4-6, October 24, 2024

15-3 Internal Audit Reports

Description: File includes internal audit reports conducted by the Internal Audit Unit prepared from the Internal Audit Workpapers, Series 15-2.

Disposition: Transfer one (1) copy of the internal audit report to the State Auditor and Inspector. Retain seven (7) 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.
Transfer from Schedule 1984-08, Series 4-7, October 24, 2024

15-4 Internal Audit Work Reports

Description: File includes reports, other than internal audit reports included in Series 15-3, conducted by the Internal Audit Unit prepared from the Internal Audit Workpapers, Series 15-2. File may include, but is not limited to, reports of risk assessments and other reviews.

Disposition: Retain seven (7) 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.
Transfer from Schedule 1984-08, Series 4-8, October 24, 2024

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

*** October 24, 2024 ***

Internal Audit

15-5 Training Materials

Refer to General Records Disposition Schedule, Series 1-14.
Add to schedule, October 24, 2024

15-6 Presentation Materials

Description: Materials used for presentations made by the Internal Audit Division or employees of the Internal Audit Division, including multi-media materials and handouts.

Disposition: Retain five (5) years, then destroy.
Add to schedule, October 24, 2024

15-7 Correspondence

Description: All division correspondence, including letters, responses, reports, and other related documents.

Disposition: Retain (5) years, then destroy.
Add to schedule, October 24, 2024

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

*** October 24, 2024 ***

Tax Policy and Research

17-1 Correspondence Files (Confidential Record 68 O.S. § 205)

Description: Files consist of incoming letters, emails, memorandums, and copies of outgoing responses, excluding letter ruling requests in series 17-2 or legislative impact correspondence located in series 17-4.

Disposition: Retain five (5) years, then destroy.
Add to schedule, October 24, 2024

17-2 Letter Rulings (Confidential Record 68 O.S. § 205)

Description: File consists of requests for a written ruling on the application of a statute or a rule to a specific set of facts requested by identified taxpayer or the taxpayer's representative, and the resulting response pertaining to the request.

Disposition: Retain permanently.
Add to schedule, October 24, 2024

17-3 Letter Rulings Request Information (Confidential Record 68 O.S. § 205)

Description: File consists of an index of letter ruling requests received, including who the letter request was assigned to and if the letter ruling was completed.

Disposition: Retain five (5) years, then destroy.
Add to schedule, October 24, 2024

17-4 Legislative Files

Refer to General Records Disposition Schedule, Series 1-36.
Add to schedule, October 24, 2024

17-5 Administrative Procedure Files

Refer to General Records Disposition Schedule, Series 1-36.
Add to schedule, October 24, 2024

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

*** October 24, 2024 ***

Tax Policy and Research

17-6 Tax Expenditure Reports

Description: File consists of reports concerning the allocation of tax dollars. This report includes the Tax Commission's best estimate of the amount of state revenue that would have been collected but for the existence of each exclusion, deduction, credit, exemption, deferral, or other preferential tax treatment allowed by law. Data used to prepare this report is not owned by Tax Policy.

Disposition: Retain permanently.
Add to schedule, October 24, 2024

17-7 Individual Income Tax Statistics (Confidential Record 68 O.S. § 205)

Description: Files consist of Statistical Analysis System (SAS) Simple Statistics Reports and annual 511CR Reports.

Disposition: Retain twenty (20) years, then destroy.
Add to schedule, October 24, 2024

17-8 Individual Income Tax Collections

Description: File consists of historical income tax collections data used to forecast future income tax collections.

Disposition: Retain fifteen (15) years, then destroy.
Add to schedule, October 24, 2024

17-9 Annual Reports

Description: Summary of how much tax was collected based on tax type and what the taxes were used for.

Disposition: Transfer to the Oklahoma Publications Clearinghouse for permanent retention.
Add to schedule, October 24, 2024

17-10 Income Tax Information

Description: File consists of individual income tax data from filed returns used in the Income Tax Micro-Simulator to calculate the impact a legislative proposal might have on income tax collections for a particular fiscal year.

Disposition: Retain twenty (20) years, then destroy.
Add to schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA TAX COMMISSION

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

*** October 24, 2024 ***

Tax Policy and Research

17-11 Reports

Description: Files consist of reports that are required by statute to be prepared, monthly revenue reports, monthly forecast updates, quarterly census reports, and research reports.

Disposition: Retain one (1) year, then destroy.
Add to schedule, October 24, 2024

17-12 Gross Production Data (Confidential Record 68 O.S. § 205)

Description: File consists of source records containing volume and value of oil and natural gas and other data used to forecast gross production tax revenue as well as the method used to process the data.

Disposition: Retain fifty (50) years, then destroy.
Add to schedule, October 24, 2024

17-13 Publications

Description: File consists of published information including sales tax information.

Disposition: Retain five (5) years, then transfer one (1) copy to the Oklahoma Publications Clearinghouse for permanent preservation.
Add to schedule, October 24, 2024

17-14 Training Materials

Description: Manuals, checklists, and guidelines available to employees of the Tax Policy Division for training of various duties within the Tax Policy Division.

Disposition: Retain two (2) years after no longer used, then destroy.
Add to schedule, October 24, 2024

17-15 Revenue Estimates

Description: File consists of annual revenue estimates and re-estimates produced for the Board of Equalization in December and February of each year.

Disposition: Retain twenty (20) years, then destroy.
Add to schedule, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

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

*** October 24, 2024 ***

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**

*** October 24, 2024 ***

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
Commissioner of Health
Amendments to Records Disposition Schedule **2002-01**

*** October 24, 2024 ***

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

* October 24, 2024 *

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, October 24, 2024

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, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

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

* October 24, 2024 *

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, October 24, 2024

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, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

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

* October 24, 2024 *

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, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

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

* October 24, 2024 *

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, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

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

*** October 24, 2024 ***

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,
October 24, 2024

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,
October 24, 2024

ARCHIVES AND RECORDS COMMISSION

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

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

*** October 24, 2024 ***

Summary

- 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**

*** October 24, 2024 ***

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 October 24, 2024.

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

* October 24, 2024 *

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, October 24, 2024~~

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, October 24, 2024~~

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES
OFFICE OF CLIENT ADVOCACY

Amendments to Records Disposition Schedule 2003-03

* October 24, 2024 *

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, October 24, 2024

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, October 24, 2024

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES
OFFICE OF CLIENT ADVOCACY

Amendments to Records Disposition Schedule 2003-03

* October 24, 2024 *

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,
October 24, 2024~~

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES
OFFICE OF CLIENT ADVOCACY

Amendments to Records Disposition Schedule 2003-03

* October 24, 2024 *

~~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, October 24, 2024~~

~~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, October 24, 2024~~

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF HUMAN SERVICES
OFFICE OF CLIENT ADVOCACY

Amendments to Records Disposition Schedule 2003-03

* October 24, 2024 *

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,
October 24, 2024~~

ARCHIVES AND RECORDS COMMISSION

**CENTRAL INTERSTATE LOW-LEVEL RADIOACTIVE
WASTE COMPACT COMMISSION**
NEW Records Disposition Schedule **2024-05**

*** October 24, 2024 ***

Summary

- 1-1 Agency requests series be added to its schedule
- 1-2 Agency requests series be added to its schedule
- 1-3 Agency requests series be added to its schedule
- 1-4 Agency requests series be added to its schedule
- 1-5 Agency requests series be added to its schedule
- 1-6 Agency requests series be added to its schedule
- 1-7 Agency requests series be added to its schedule
- 1-8 Agency requests series be added to its schedule
- 2-1 Agency requests series be added to its schedule
- 2-2 Agency requests series be added to its schedule

ARCHIVES AND RECORDS COMMISSION

**CENTRAL INTERSTATE LOW-LEVEL RADIOACTIVE
WASTE COMPACT COMMISSION**
NEW Records Disposition Schedule 2024-05

*** October 24, 2024 ***

This records disposition schedule encompasses the original schedule approved by the Archives and Records Commission on October 24, 2024.

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.

**CENTRAL INTERSTATE LOW-LEVEL RADIOACTIVE
WASTE COMPACT COMMISSION**
NEW Records Disposition Schedule **2024-05**

*** October 24, 2024 ***

Administrative Records

1-1 Commission Governance Records

Description: Files contain record copies of Enabling Legislation, Amendments, By-Laws, Resolutions and other organization documents (Regional Management Plan, annual reports, tax records, property insurance policies, other general liability insurance policies, if applicable).

Disposition: Retain in office until all audits have been completed and all applicable audit Reports have been accepted and resolved by all applicable federal and state agencies, then transfer to records storage. Destroy records when they become five (5) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-2 Commission Minutes

Description: Files contain official minutes, transcripts, meeting notices and copies of Agendas of Commission meetings.

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. (May be retained in electronic format.)

1-3 Commission Financial Records

Description: Files contain record copies of bank statements, annual audits, budgets, etc.

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, then transfer to records storage. Destroy records when they become five (5) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements.

**CENTRAL INTERSTATE LOW-LEVEL RADIOACTIVE
WASTE COMPACT COMMISSION**
NEW Records Disposition Schedule **2024-05**

*** October 24, 2024 ***

Administrative Records

1-4 Commission Audit Report Files

Description: Files contain record copies of Commission audit reports.

Disposition: Retain in office until all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, then transfer to records storage. Destroy records when they become five (5) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-5 Administrative Working Files

Description: Files contain incoming and copies of outgoing general correspondence and memoranda; copies of Commission reports, including Annual Reports to member state Governors; copies of Commission policies and procedures; convenience.

Disposition: Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials as well as substantive records five (5) or more years old no longer required for administrative purposes.

1-6 Commission Invoices

Description: Files contain agency copies of invoices from vendors and others who have provided goods and services to the Commission.

Disposition: Retain in office until all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, then transfer to records storage. Destroy records when they become five (5) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements.

**CENTRAL INTERSTATE LOW-LEVEL RADIOACTIVE
WASTE COMPACT COMMISSION**
NEW Records Disposition Schedule **2024-05**

*** October 24, 2024 ***

Administrative Records

1-7 Personnel Records

Description: Files consist of record copies of contracts, employee time reports; payment information, and other records pertaining to contractual employment.

Disposition: Retain in office and destroy records pertaining to individual contract employees five (5) years after final payment, 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 the exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-8 Litigation Files

Description: Records concerning litigation to which the Commission is a party. Files contain copies of petitions, motions pleadings, depositions, orders, opinions and related material.

Disposition: Retain in office until two (2) years after exhaustion of all legal remedies, then transfer to permanent electronic storage, with authority to weed, for permanent preservation.

**CENTRAL INTERSTATE LOW-LEVEL RADIOACTIVE
WASTE COMPACT COMMISSION**
NEW Records Disposition Schedule 2024-05

*** October 24, 2024 ***

Business Records

2-1 **Contracts**

Description: Files contain record copies of contract agreements entered into by the Commission.

Disposition: Retain in office until contract has been completed and statute of limitations for filing litigation has passed. Destroy records when they become five (5) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements.

2-2 **Export Applications**

Description: Files contain record copies of export applications and approvals/denials.

A. Disposition: (Approved applications) Retain in office until expiration date has elapsed and statute of limitations for filing litigation has passed. Destroy records when they become five (5) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements.

B. Disposition: (Applications not approved) Retain in office two (2) years, then destroy provided no legal actions are pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements.