



Agenda

Archives and Records Commission

January 22, 2026 | 11:00 a.m.

Office of Juvenile Affairs

2501 N. Lincoln Blvd., Room 500

Oklahoma City, OK 73105

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

1. Call to Order and Roll Call

Audrey Rockwell, Chair

Natalie Currie, Vice Chair and Secretary

Jerry Morris, Proxy for Lieutenant Governor

Lisa Hodges, Proxy for State Auditor and Inspector

Kiran Nallayahgari, Proxy for State Treasurer

2. Consideration and possible approval of minutes for the October 23, 2025, meeting

3. State Archives and Records Management Division Activity Report

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

a. 1980-42 [AMD] Chiropractic Board

b. 1981-20 [AMD] Election Board

5. Adjournment

Key to abbreviations used above:

[AMD] Amendment to a Records Disposition Schedule

[NEW] Records Disposition Schedule

[RDA] Records Disposition Authorization

Upcoming Archives and Records Commission meetings:

April 23, 2026

July 23, 2026

October 22, 2026



Archives and Records Commission Meeting Minutes, October 23, 2025

Call to Order:

Audrey Rockwell called the meeting to order at 11:06 a.m.

Members present:

Lisa Hodges	Proxy for State Auditor
Caleb McDonald	Proxy for Lt. Governor
Audrey Rockwell	Chair
Cassie Spindle	Proxy for Vice Chair and Secretary

Members absent:

Natalie Currie	Vice Chair and Secretary
Kiran Nallayahgari	Proxy for State Treasurer

Also present:

Madalynn Martin	Office of the Attorney General
Patricia Nunes	Department of Libraries
Melanie Brooks	Department of Libraries

Posting of Meeting Agenda

The agenda was posted on the door of Multipurpose Room 100A of the Oklahoma State Capitol building on October 21, 2025. The agenda was also posted on the agency's website on October 13, 2025.

Approval of Minutes of the Meeting of July 24, 2025:

Spindle proposed adding meeting location to future minutes. Approval of the Minutes was moved by Hodges and seconded by McDonald.

Hodges	aye
McDonald	aye
Rockwell	aye
Spindle	aye

Approval of Schedule for Meetings in 2026:

Approval of the proposed dates for Commission meetings was moved by Hodges and seconded by McDonald.

Hodges	aye
McDonald	aye
Rockwell	aye
Spindle	aye

Dates for 2026 meetings, as approved by the Commission, will be:

January 22, 2026
April 23, 2026
July 23, 2026
October 22, 2026

1. Consideration of Requests:

- a. Chiropractic Examiners
 - i. Amendment to Records Disposition Schedule 1980-42

Commission agreed to table item to be discussed at next meeting; requested presence of agency representative.

Hodges	aye
McDonald	aye
Rockwell	aye
Spindle	aye

- b. Election Board
 - i. Amendment to Records Disposition Schedule 1981-20

Commission agreed to table item to be discussed at next meeting; requested presence of agency representative.

Hodges	aye
McDonald	aye
Rockwell	aye
Spindle	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 11:30 a.m.

Audrey Rockwell, Chair

Cassie Spindle, Proxy for Vice Chair and Secretary
Oklahoma Department of Libraries

Archives and Records Management Division Activity Report

October 16, 2025 – January 14, 2026

State Archives

- Scanning projects completed: 67 Public Welfare ledgers, 2 Cattle Brand ledgers, 12 Election ledgers, 35 cu. ft. of AG Opinions (2,423 folders), 23 boxes of Bills and Resolutions (2,169 folders, dating to 1890), and 358 Governor Haskell folders
- Finishing the standardization of all governors' finding aids
- Finalizing the digitization of all finding aids
- Hierarchy has been established and set up in Preservica to receive files
- Pulling previously completed webcrawls out of Archive-It to ingest into Preservica
- Transfers to the State Archives include 5 cubic feet of appointment files (2022–2025) from the Governor's Office and 333 KB of electronic organization-chart records from the Narcotics Bureau

Oklahoma Publications Clearinghouse

- 38 agencies have already complied with the mandatory publication submission and HB 3113
- 1034 publications from state agencies uploaded to the Digital Prairie

Records Management

Training

- OLR Policy Workshop – Records Management training to OK Library Directors, October 30
- PSHRA Fall Meeting – Records Management for State HR Professionals, December 12
- OK Bar Association, GALPS Training with Madalynn Martin (AG Office) – Managing Records and Publications in OK State Government, December 18
- Provided training to the Commission on Children and Youth, January 6

State Records Center and Annex

- Transfers to the State Records Center included 77 cu ft of permanent criminal case files from the Attorney General Office; 26 cu ft of bill-drafting files from the Oklahoma Senate, to be retained for 8 years; and 22 cu ft of temporary financial records from the Department of Labor, scheduled for destruction within 7 years.
- The Department of Education authorized the destruction of 535 cu ft of records at the State Records Center that had exceeded their retention period by at least three years.

Professional Development

- The impact of AI and transferring Teams and Outlook
- Digital Preservation Made Practical: Immediate Actions and Long-Term Strategies
- AI in Archiving & Digital Preservation
- Web Archiving Practices for Libraries and Archives

Outreach

- Program on the State Archives Collections presented to the Oklahoma Genealogical Society, November 3

ARCHIVES AND RECORDS COMMISSION

STATE BOARD OF CHIROPRACTIC EXAMINERS
Amendments to Consolidated Records Disposition Schedule **80-42**

*** January 22, 2026 ***

Summary

- 1-3 Agency requests series be amended.
- 1-8 Agency requests series be deleted.

ARCHIVES AND RECORDS COMMISSION

STATE BOARD OF CHIROPRACTIC EXAMINERS
Amendments to Consolidated Records Disposition Schedule **80-42**

*** January 22, 2026 ***

Administrative Records

1-3 Licensed Chiropractors

Description: Files related to licensed chiropractors and containing applications, supporting documents such as character affidavits, ~~copies of high school diplomas and college or university transcripts,~~ letters of verification, preceptorships, and photographs.

Disposition: Retain in office permanently.
Amend, January 22, 2026

~~1-8 License Renewal~~ Oklahoma Tax Commission Compliance

Description: ~~File includes a list of chiropractors who are not in compliance with the Oklahoma Tax Commission (OTC), copies of correspondence with the licensee, and correspondence from the OTC after compliance has been obtained.~~

Disposition: ~~Retain one (1) year for current renewal period, then destroy.~~
Delete from schedule, January 22, 2026

ARCHIVES AND RECORDS COMMISSION

STATE ELECTION BOARD

Amendments to Consolidated Records Disposition Schedule **81-20**

*** January 22, 2026 ***

Summary

Agency requests Introduction be amended.

1-1 Agency requests series be deleted.

1-1A Agency requests series be deleted.

1-1B Agency requests series be deleted.

1-1C Agency requests series be added.

1-3 Agency requests series be amended.

1-4 Agency requests series be amended.

1-10 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

STATE ELECTION BOARD

Amendments to Consolidated Records Disposition Schedule 81-20

*** January 22, 2026 ***

This consolidated schedule encompasses the original schedule approved October 14, 1981; subsequent amendments approved April 14, 1982, October 11, 1989, July 15, 1992, and October 19, 2017; a "Repeal and Replace" document dated January 14, 1987; and an Archives and Records Commission resolution dated April 15, 1987. In accordance with an Archives and Records Commission Resolution of July 15, 1998, where applicable, references to the General Records Disposition Schedule have been updated to reflect current titles and series numbers.

Convenience or Reference Copies

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

Record Format

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

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

In order to maintain individual record series in the most efficient and cost-effective format, the State Election Board maintains most agency records in an electronic format. Records not initially created in an electronic format may be scanned and digitally preserved, ~~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 may ~~will~~ be destroyed. ~~Electronic backup copies of records are stored in an off site storage area.~~

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.

ARCHIVES AND RECORDS COMMISSION

STATE ELECTION BOARD

Amendments to Consolidated Records Disposition Schedule 81-20

* January 22, 2026 *

Election Documents

1-1 ~~County Return Sheets (Essential Record 67 O.S., § 203(e))~~

Description: ~~County election returns with precinct tallies for primary, run off primary, general, and all special elections for Congress, state legislature, and state questions. Documentation for Official Certification of Election Results for elections from 1974 through 1991.~~

Volume: ~~4 cubic feet per year~~

Disposition: ~~Retain in office permanently.~~
Delete from schedule, January 22, 2026

1-1A ~~County Certification Reports (Generated by Oklahoma Election Management System) (Essential Record 67 O.S., § 203(e))~~

Description: ~~Official Certification Reports with precinct tallies from each county, signed and sealed by County Election Board members, printed from Oklahoma Election Management System (OEMS) on 11 x 17 continuous green bar paper for all primary, runoff primary, general, and special elections for state and federal offices and for state questions from 1992 through 2011. Documentation for the certification of final election results by the State Election Board for all elections for federal and state offices and state questions during specified time period.~~

Volume: ~~4 cubic feet per year~~

Disposition: ~~Retain in office permanently.~~
Delete from schedule, January 22, 2026

1-1B ~~County Certification Reports (Generated by Modern Election Support Application (MESA) (Essential Record 67 O.S., § 203(e))~~

Description: ~~Official Certification Reports with precinct tallies from each county, signed and sealed by County Election Board members, printed from Modern Election Support Application (MESA) on 8 ½ x 11 paper for all primary, runoff primary, general, and special state elections for state and federal offices and for state questions from 2012 through 2014. Documentation for the certification of final election results by the State Election Board for all elections for federal and state offices and state questions during specified time period.~~

Volume: ~~2 cubic feet per year~~

Disposition: ~~Retain in office permanently.~~
Delete from schedule, January 22, 2026

ARCHIVES AND RECORDS COMMISSION

STATE ELECTION BOARD

Amendments to Consolidated Records Disposition Schedule 81-20

* January 22, 2026 *

Election Documents

1-1C **State Certification Reports** (Essential Record) (Confidential Record 67 O.S. § 203(e))

Description: Official Certification Reports, signed by State Election Board members, for all regular and special elections for state and federal offices and state questions.

Disposition: Preserved digitally.
Add to schedule, January 22, 2026

1-3 **Presidential Elector Files**

Description: Files pertaining to the election of presidential electors, including certificate of presidential and vice-presidential candidates elected and elector's oaths pledging to vote for them, etc.

Disposition: Scan documents for digital preservation and ~~retain in office~~ original documents permanently.
Amend, January 22, 2026

1-4 **Candidate Filings**

Description: File includes Declaration of Candidacy form used to file for elective office, with residence and mailing address redacted as required by 26 O.S. § 5-111, candidate withdrawal forms, and ancillary documents which contains candidate's personal information and a criminal disclosure form. ~~Forms are filed numerically in order received and accepted.~~

Volume: 1 cubic foot per year

Disposition: Scan documents for digital preservation and ~~retain in office~~ original documents permanently. Original documents may be transferred to the State Archives for permanent preservation.
Amend, January 22, 2026

1-10 **Legal Files**

Description: Court cases pertaining to elections; petitions contesting candidacy, requesting recounts or alleging irregularities or fraud; ~~withdrawals of candidacy; and other documents filed with the State Election Boards relating to candidates and elections.~~

Disposition: ~~Retain in office five (5) years, then transfer to the State Archives for permanent preservation.~~ Preserve digitally.
Amend, January 22, 2026