



Agenda

Archives and Records Commission

April 23, 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 January 22, 2025, meeting*

3. State Archives and Records Management Division Quarterly Report

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

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|------------|-------|---|
| a. 2006-02 | [AMD] | Department of Agriculture, Food, and Forestry |
| b. 1981-20 | [AMD] | State Election Board |
| c. 2003-05 | [AMD] | State Department of Health |
| d. 2002-03 | [AMD] | Board of Nursing |
| e. 2026-01 | [RDA] | Department of Environmental Quality |

5. Adjournment

*Archives and Records Commission action required.

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:

July 23, 2026
October 22, 2026



Minutes
Archives and Records Commission
January 22, 2026 | 11:00 a.m.
Office of Juvenile Affairs
2501 N. Lincoln Blvd., Room 500

Call to Order:

Audrey Rockwell called the meeting to order at 11:04 a.m.

Members present were:

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

Members absent were:

Jerry Morris	Proxy for Lt. Governor
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Also present were:

Madalynn Martin	Office of the Attorney General
Patricia Nunes	Department of Libraries
Cassie Spindle	Department of Libraries
Alyssa Vaughn	Department of Libraries
Elizabeth Doring	Department of Libraries
Misha Mohr	State Election Board
Beth Kidd	Board of Chiropractic Examiners
Anna Mitchell	State Election Board

Posting of Meeting Agenda:

The agenda was posted on the agency's website on January 14, 2026. The agenda was also posted in the OESC lockbox at the front entrance of Will Rogers, in the main lobby, on January 20, 2026.

Approval of Minutes of the Meeting of October 23, 2025:

Madalynn Martin recommended removing Natalie Currie from the list of absent members since Cassie Spindle attended the meeting as a proxy for the Vice Chair and Secretary. Approval of the Minutes as amended was moved by Hodges and seconded by Rockwell.

Currie	aye
Hodges	aye
Nallayahgari	aye
Rockwell	aye

Consideration of Requests:

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

The State Board of Chiropractic Examiners requested Records Disposition Schedule 1980-42 be amended. Approval of the amendments to Records Disposition Schedule 1980-42 was moved by Currie and seconded by Hodges.

Currie	aye
Hodges	aye
Nallayahgari	aye
Rockwell	aye

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

The State Election Board requested Records Disposition Schedule 1981-20 be amended. Proposed changes to series 1-1C, 1-3, 1-4, and 1-10 could not be resolved during the meeting so the agency agreed to table the item. Approval of the decision to table the item was moved by Hodges and seconded by Currie.

Currie	aye
Hodges	aye
Nallayahgari	aye
Rockwell	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 11:40 a.m.

Audrey Rockwell, Chair

Natalie Currie, Vice Chair and Secretary
Oklahoma Department of Libraries

Archives and Records Management Division Activity Report January 15 – April 15, 2026

Advancing Digital Access

- Digitization of 78 oversized Election Board return ledgers is in progress, opening long-restricted historical election data to broader public access.
- A full redesign of all archival finding aids is underway using a WCAG-compliant template. Once complete, these guides will launch in a new, more accessible section of our website.
- Agencies now have a dedicated SharePoint site for securely transferring electronic records for permanent preservation.

Strengthening the State Archives and Public Access to Government Records

- Recent archival transfers include Energy Resources Board minutes (1 folder) and OMES minutes (1 cubic foot), ensuring long-term preservation of key governance records.
- Staff fulfilled 59 reference requests, supporting researchers, agencies, and the public with timely access to state records.

Expanding Public Reach

- The division participated in the National Genealogical Society's State Archives Crawl, connecting Oklahoma's collections with a nationwide audience of genealogists and researchers.

Oklahoma Publications Clearinghouse: Modernizing Access

- 721 new state publications were added to Digital Prairie.
- A major digitization initiative has launched, targeting at least 70 cubic feet of publications by the end of October.
- Two University of Oklahoma interns are improving collection organization through systematic shelf-reading and shifting.
- Agencies have successfully transitioned to the new Preservica uploader portal for submitting state publications.

Records Management: Improving Agency Compliance & Support

- Delivered targeted training and consultation on destruction processes and retention-schedule updates to multiple agencies, including Griffin Memorial Hospital, Forensic Center, OMES, OSU Health Sciences Center, Senate, State Charter School Board, and the Department of Education.
- Launched the ARM Newsletter—developed with the Public Information Office—to provide bimonthly guidance and updates to state records coordinators and publications officers.
- Engaged with the Professional Engineers and Land Surveyors Board to explore modernizing access to and filing of corner records.

Workforce Development

- Amanda Chrestensen was promoted to Government Records Management Specialist II, expanding our capacity for agency training, consultation, and retention-schedule development.
- Interviews are underway for two Government Records Management Specialist I positions to support corner-records work and Records Center operations.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF AGRICULTURE, FOOD, and FORESTRY
Amendments to Records Disposition Schedule **2006-02**

*** April 23, 2026 ***

Summary

Agency requests Introduction be amended.

2-9 Agency requests series be transferred from Series 7-7.

2-10 Agency requests series be transferred from Series 7-8.

7-1 Agency requests series be transferred to Series 8-20.

7-2 Agency requests series be transferred to Series 8-21.

7-3 Agency requests series be amended.

7-4 Agency requests series be amended.

7-5 Agency requests series be amended.

7-6 Agency requests series be amended.

7-7 Agency requests series be transferred to Series 2-9.

7-8 Agency requests series be transferred to Series 2-10.

7-9 Agency requests series be amended.

8-2 Agency requests series be amended.

8-18 Agency requests series be amended.

8-20 Agency requests series be transferred from Series 7-1.

8-21 Agency requests series be transferred from Series 7-2.

12-3 Agency requests series be added.

12-4 Agency requests series be added.

12-5 Agency requests series be added.

12-6 Agency requests series be added.

12-7 Agency requests series be added.

12-8 Agency requests series be added.

12-9 Agency requests series be added.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF AGRICULTURE, FOOD and FORESTRY

Amendments to Records Disposition Schedule 2006-02

* April 23, 2026 *

This new records disposition schedule includes new series created from the Consolidated Records Disposition Schedules of 87-23 and 97-03. the original schedule 2006-02 supersedes Schedules 87-23 and 97-03 and approved by the Archives and Records Commission on April 27, 2006, and subsequent amendments approved by the Commission on January 25, 2007, January 22, 2009, ~~and July 15, 2010,~~ and April 23, 2026. It supersedes Schedules 87-23 and 97-03.

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~~ send a notice of intent to destroy 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~~C.F.R.), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (~~75 O.S.~~Okla. Stat. tit. 75, §250 *et seq.* (2026)), 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~~ on 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

DEPARTMENT OF AGRICULTURE, FOOD and FORESTRY
Amendments to Records Disposition Schedule 2006-02

* April 23, 2026 *

Plant Industry and Pesticides

2-9 Weights and Measures Records

Description: Scale inspection reports, test results, and incoming and copies of outgoing correspondence related to violations, condemned scales, scale repairs, scale service technicians, and scale sales companies. Includes records related to testing of postal scales per cooperative agreement with U.S. Postal Service.

Volume: four (4) cubic feet per year

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed, all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, provided no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Transfer from Series 7-7, April 23, 2026

2-10 Price Verification Reports

Description: File contains price verification reports and notes relative to violations regarding store cash registers and scanners.

Volume: two (2) cubic feet per year

Disposition: Retain in office two (2) 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, provided no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Transfer from Series 7-8, April 23, 2026

DEPARTMENT OF AGRICULTURE, FOOD and FORESTRY
Amendments to Records Disposition Schedule 2006-02

* April 23, 2026 *

Agricultural Laboratory

~~7.1~~ **Record of Livestock Distributions**

~~Description:~~ File contains information pertaining to the distribution of livestock disease related supplies to veterinarians and authorized Agency personnel.

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

~~Disposition:~~ Retain in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Transfer to Series 8-20, April 23, 2026

~~7.2~~ **Feed, Fertilizer, Ag Lime, Seed, and Livestock Disease Analytical Support Data**

~~Description:~~ File contains all applicable analytical support data generated during the testing of various materials submitted for testing to the listed sections, including service sample reports. Offices of record are Plant Industry and Consumer Services and Animal Industry Services Divisions.

~~Volume:~~ twelve (12) cubic feet per year

~~Disposition:~~ Retain in office two (2) years then destroy if no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Transfer to Series 8-21, April 23, 2026

~~7-37-1~~ **Pesticide, Inorganic, and Bureau of Standards Analytical Support Data**

Description: File contains all applicable analytical support data generated during the testing of various materials submitted for testing to the listed sections, including service sample reports. Offices of record for official reports are Agricultural Environmental Management Services and Plant Industry and Consumer Services.

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

Disposition: Retain in office ten (10) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Amend, April 23, 2026

DEPARTMENT OF AGRICULTURE, FOOD and FORESTRY
Amendments to Records Disposition Schedule **2006-02**

*** April 23, 2026 ***

Agricultural Laboratory

7-47-2 **Quality System Documents**

Description: File contains original paper hardcopies of quality audit notations and reports, proficiency reports, quality related correspondence, and superseded revisions of the quality manuals, technical procedure, and policies and practices related to the laboratory quality system.

Volume: four (4) cubic feet per year

Disposition: Retain in office ten (10) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Amend, April 23, 2026

7-57-3 **Food Safety Analytical Support Data**

Description: File contains all applicable analytical support data generated during the analysis of various food safety samples, including service sample reports. Office of record for official report is Food Safety Services Division.

Volume: four (4) cubic feet per year

Disposition: Retain in office three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Amend, April 23, 2026

7-67-4 **Hazardous Waste Manifest**

Description: File contains complete list of all hazardous waste materials sent for disposal and the final certificates of disposal indicating that waste material was properly discarded.

Volume: less than one-quarter (1/4) cubic foot per year

Disposition: To be retained permanently on site according to federal law.
Amend, April 23, 2026

DEPARTMENT OF AGRICULTURE, FOOD and FORESTRY
Amendments to Records Disposition Schedule 2006-02

* April 23, 2026 *

Agricultural Laboratory

~~7.7~~ **Weights and Measures Records**

~~Description:~~ Scale inspection reports, test results, and incoming and copies of outgoing correspondence related to violations, condemned scales, scale repairs, scale service technicians, and scale sales companies. Includes records related to testing of postal scales per cooperative agreement with U.S. Postal Service.

~~Volume:~~ four (4) cubic feet per year

~~Disposition:~~ Retain in office five (5) years, then destroy, provided all audits have been completed, all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, provided no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Transfer to Series 2-9, April 23, 2026

~~7.8~~ **Price Verification Reports**

~~Description:~~ File contains price verification reports and notes relative to violations regarding store cash registers and scanners.

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

~~Disposition:~~ Retain in office two (2) 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, provided no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Transfer to Series 2-10, April 23, 2026

7-97-5 **Bureau of Standards Records**

Description: File contains original accreditation records, quality system documentation (audits, management reviews, inquiries, corrective actions, preventive actions, recall records, deviations from procedures, software validation, and method validation), quality manual documents (including appendices and standard administrative procedures and checklists), and technical procedure documents (including general laboratory procedures, general measurement practices, and standard operating procedures). File contains copies of calibration, original test records and supplementary records.

Volume: less than two (2) cubic feet per year

Disposition: Retain in office for five (5) years after record is superseded, then destroy, provided no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Amend, April 23, 2026

DEPARTMENT OF AGRICULTURE, FOOD and FORESTRY
Amendments to Records Disposition Schedule **2006-02**

*** April 23, 2026 ***

Livestock Diseases

8-2 Livestock Disease Files

Description: Internal reports pertaining to outbreaks of livestock disease. Reports detail what types of diseases were involved, the areas affected, why the outbreak occurred, what actions were taken, and other factual data.

Volume: four (4) cubic feet per year

Disposition: ~~Retain for permanent preservation.~~ Retain in office fifteen (15) years, then destroy.
Amend, April 23, 2026

8-18 Tuberculosis Records and Reports

Description: File consists of livestock tuberculosis report forms, investigative information, and allied documents.

Volume: less than one (1) cubic foot per year

Disposition: Retain in office ~~twenty-five (25)~~ fifteen (15) years, then destroy.
Amend, April 23, 2026

8-20 Record of Livestock Distributions

Description: File contains information pertaining to the distribution of livestock disease related supplies to veterinarians and authorized Agency personnel.

Volume: less than two (2) cubic feet per year

Disposition: Retain in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Transfer from Series 7-1, April 23, 2026

8-21 Feed, Fertilizer, Ag-Lime, Seed, and Livestock Disease Analytical Support Data

Description: File contains all applicable analytical support data generated during the testing of various materials submitted for testing to the listed sections, including service sample reports. Offices of record are Plant Industry and Consumer Services and Animal Industry Services Divisions.

Volume: twelve (12) cubic feet per year

Disposition: Retain in office two (2) years then destroy if no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Transfer from Series 7-2, April 23, 2026

DEPARTMENT OF AGRICULTURE, FOOD and FORESTRY
Amendments to Records Disposition Schedule 2006-02

* April 23, 2026 *

Environmental

12-3 Poultry Waste Applicator (PWA) Files

Description: Files contain applications, renewals, maps, technical documents, inspections, annual reports, compliance information and general correspondence for poultry waste applicators.

Volume: one (1) cubic foot per year

Disposition: Retain in office five (5) years, then destroy after closure and completion of any environmental remediation at the operation, provided all audits have been completed, all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, and no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. The records are being scanned and stored in Laserfiche.
Add to schedule, April 23, 2026

12-4 Composting Files

Description: Files contain applications, transfers, renewals, maps, technical documents, inspection and compliance information and general correspondence for agriculture composting operations.

Volume: one (1) cubic foot per year

Disposition: Retain in office five (5) years then destroy after closure and completion of any environmental remediation at the operation, provided all audits have been completed, all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, and no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements. The records are being scanned and stored in Laserfiche.
Add to schedule, April 23, 2026

DEPARTMENT OF AGRICULTURE, FOOD and FORESTRY
Amendments to Records Disposition Schedule 2006-02

* April 23, 2026 *

Environmental

12-5 Concentrated Swine Feeding Operation (CSFO) Files

Description: Files contain applications, renewals, transfers of ownership, technical documents, sampling data, inspection and compliance information, and general correspondence for Licensed Managed Feeding Operations and Concentrated Swine Feeding Operations. Also includes discharges for license facility.

Volume: one (1) cubic foot per year

Disposition: Retain in office five (5) years, then destroy after closure and completion of any environmental remediation at the operation, provided all audits have been completed, all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, and no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. The records are being scanned and stored in Laserfiche.
Add to schedule, April 23, 2026

12-6 Agriculture Complaints

Description: Files contain various complaints from citizens relating to other owners' animals.

Volume: one (1) cubic foot per year

Disposition: Retain in office five (5) years, then destroy after closure and completion of any environmental remediation at the operation, provided all audits have been completed, all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, and no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. The records are being scanned and stored in Laserfiche.
Add to schedule, April 23, 2026

DEPARTMENT OF AGRICULTURE, FOOD and FORESTRY
Amendments to Records Disposition Schedule 2006-02

* April 23, 2026 *

Environmental

12-7 Agriculture Pollutant Discharge Elimination System (AgPDES) CAFO Permit Files

Description: Files contain applications, renewals, notices of termination, annual report, nutrient management plans, transfers of ownership, technical documents, sampling data, inspection and compliance information, and general correspondence for AgPDES.

Volume: one (1) cubic foot per year

Disposition: Retain in office five (5) years, then destroy after closure and completion of any environmental remediation at the operation, provided all audits have been completed, all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, and no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. The records are being scanned and stored in Laserfiche.

Add to schedule, April 23, 2026

12-8 AgPDES Construction Storm Water General Permit Files

Description: Files contain applications, renewals, notices of termination, invoices, annual reports, transfers of ownership, technical documents, photographs, sampling data, inspection and compliance information, and general correspondence for AgPDES Construction Storm Water program.

Volume: one (1) cubic foot per year

Disposition: Retain in office five (5) years, then destroy after closure and completion of any environmental remediation at the operation, provided all audits have been completed, all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, and no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. The records are being scanned and stored in Laserfiche.

Add to schedule, April 23, 2026

DEPARTMENT OF AGRICULTURE, FOOD and FORESTRY
Amendments to Records Disposition Schedule **2006-02**

*** April 23, 2026 ***

Environmental

12-9 AgPDES Pesticide General Permit Files

Description: Files contain applications, renewals, and notices of termination, invoices, annual reports, incident reports, technical documents, maps, and general correspondence for AgPDES Pesticide program.

Volume: one (1) cubic foot per year

Disposition: Retain in office five (5) years, then destroy after closure and completion of any environmental remediation at the operation, provided all audits have been completed, all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, and no legal actions are pending. If legal action is pending, destroy three (3) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. The records are being scanned and stored in Laserfiche.
Add to schedule, April 23, 2026

STATE ELECTION BOARD

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

*** April 23, 2026 ***

Summary

Agency requests Introduction be amended.

1-1 Agency requests series be deleted. Record is no longer kept at the Board.

1-1A Agency requests series be deleted. System is no longer in use.

1-1B Agency requests series be deleted. System is no longer in use.

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.

STATE ELECTION BOARD

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

*** April 23, 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~~C.F.R.), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (~~75 O.S. Okla. Stat. tit. 75, §250 et seq. (2026)~~), 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 that must be retained permanently in the office and were not initially originally created in ~~an~~ an electronic format electronically may be digitized and preserved in digital format. ~~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 completed and verified, the original physical record may will be destroyed, kept permanently, or transferred to the State Archives. ~~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.

STATE ELECTION BOARD

Amendments to Consolidated Records Disposition Schedule 81-20

* April 23, 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, April 23, 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, April 23, 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, April 23, 2026~~

STATE ELECTION BOARD

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

*** April 23, 2026 ***

Election Documents

1-1C State Certification Reports (Essential Record, Okla. Stat. tit. 67, § 203(e) (2026))

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: Digitize and retain the digital version permanently. Physical record may be destroyed after receiving an acknowledgement of notice of intent to destroy from the State Records Administrator.
Add to schedule, April 23, 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: Digitize and retain the digital version permanently. Retain the physical record permanently.
Amend, April 23, 2026

1-4 Candidate Filings (Confidential Record, Okla. Stat. tit. 26, § 5-111 (2026))

Description: File includes Declaration of Candidacy form used to file for elective office, candidate withdrawal forms, and ancillary documents.

Volume: 1 cubic foot per year

Disposition: Digitize and retain the digital version permanently. Retain the physical record permanently or transfer it to the State Archives for permanent preservation.
Amend, April 23, 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: Digitize and retain the digital version permanently. Transfer the physical record to the State Archives for permanent preservation.
Amend, April 23, 2026

ARCHIVES AND RECORDS COMMISSION

STATE DEPARTMENT OF HEALTH

County Health Departments

Amendments to Records Disposition Schedule 2003-05

* April 23, 2026 *

Summary

- 1-13A Agency requests series be amended.
- 1-13C Agency requests series be amended.
- 1-27 Agency requests series be amended and transferred from Series 1-29.
- 1-29 Agency requests series be transferred to Series 1-27.

ARCHIVES AND RECORDS COMMISSION

STATE DEPARTMENT OF HEALTH

County Health Departments

Amendments to Records Disposition Schedule 2003-05

* April 23, 2026 *

Administration

1-13A Child Client Records (Record Copy) (Confidential Record 43A-O.S. §3-422) , Okla. Stat. tit. 43, § 3-422 (2026))

Description: File pertains to medical records for clients who are unable to self-consent when services were initiated. Records include summary sheets, reports of physical examinations, medical histories, tests results and evaluations, nursing staff assessments, screenings, admission data, operative reports, pathological reports, treatment plans, limited visit records, and other clinical records. This includes Parent Pro files and all their associated programs, ~~Sports Physicals maintained in event folder~~, and all Tuberculosis (TB) records, including preventative care and/or active TB. This includes Sports Physicals maintained in separate event folders. This file does not pertain to EI/SoonerStart records; see Schedule 2002-02, Series 7-7. This file does not include immunization forms collected at mass events or special immunization clinics; see Series 1-27.

Volume: two (2) cubic feet per year

Disposition: Retain in office until the client reaches the age of twenty-one (21) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

Retain in office and transfer records to an electronic format. Destroy hard copy documents two (2) years after last visit or date of last medical contact, except those that cannot be reproduced in a legible and readable condition, upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. Delete electronic records and destroy all below standard documents after the client reaches the age of twenty-one (21) years, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

Amend, April 23, 2026

ARCHIVES AND RECORDS COMMISSION

STATE DEPARTMENT OF HEALTH

County Health Departments

Amendments to Records Disposition Schedule 2003-05

* April 23, 2026 *

Administration

1-13C Adult Client Records (Record Copy) (Confidential Record ~~43A O.S. §3-422~~ , Okla. Stat. tit. 43, § 3-422 (2026))

Description: File includes medical records for clients who are able to self consent when services were initiated. Records include summary sheets, reports of physical examinations, medical histories, tests results and evaluations, nursing staff assessments, screenings, admission data, operative reports, pathological reports, treatment plans, limited visit records, and other clinical records. This includes Parent Pro files and all their associated programs, and all Tuberculosis (TB) records, including preventative care and/or active TB. This file does not include immunization forms collected at mass events or special immunization clinics; see Series 1-27.

Volume: four (4) cubic feet per year

Disposition: Retain in office until seven (7) years after last visit or date of last medical contact, then destroy provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

Retain in office and transfer records to an electronic format. Destroy hard copy documents two (2) years after last visit or date of last medical contact, except those that cannot be reproduced in a legible and readable condition, upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. Delete electronic records and destroy all below standard documents seven (7) years after last visit or date of last medical contact, 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.

Formerly Schedule 89-12, Series 1-13C

Amend, April 23, 2026

ARCHIVES AND RECORDS COMMISSION

STATE DEPARTMENT OF HEALTH

County Health Departments

Amendments to Records Disposition Schedule 2003-05

* April 23, 2026 *

Administration

1-27 Immunization Consent Forms (~~Restricted Access 43 O.S. §3-422~~)(Confidential Record, Okla. Stat. tit. 43, § 3-422 (2026))

Description: File contains all immunization consent forms that are completed for clients receiving immunizations in mass events or special immunizations clinics. These forms are maintained in a separate event folder. The file also contains documentation related to screening questions and refusals to vaccinate ~~for clients that do not have an existing Client Record (Series 1-13A or 1-13C)~~. These forms give consent for the vaccine and authorizes the Oklahoma State Department of Health and its entities to release information from the client's immunization record necessary to process third party billing. The client's name, date of birth, date of consent, date of vaccination, type of vaccine, lot number, location of the immunization, and provider identification are recorded in the Oklahoma State Immunization Information System (OSIIS), which is part of Immunization Service, Disease & Prevention Service Schedule 90-02. ~~If there is a report of reaction to a vaccine, it is reported in Series 1-23 'Case Report File'.~~

Volume: two (2) cubic feet per year

Disposition: Retain in office six (6) 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 from Series 1-29, April 23, 2026

~~1-29 Influenza/Pneumococcal Vaccination Release and Consent Form~~

~~Description: File contains influenza and pneumococcal consent forms completed for clients receiving influenza or pneumonia vaccine. This form gives consent for the vaccine and authorizes the Oklahoma State Department of Health and its entities to release information from the client's immunization record necessary to process Medicare billing.~~

~~Volume: one (1) cubic foot per year~~

~~Disposition: Retain in office six (6) 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.~~

~~April 26, 2007~~

Transfer to Series 1-27, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Summary

Agency requests Introduction be amended.

1-1 Agency requests series be amended.

1-2 Agency requests series be amended.

1-3 Agency requests series be amended.

1-4 Agency requests series be amended.

1-5 Agency requests series be amended.

1-6 Agency requests series be amended.

1-9 Agency requests series be amended.

1-10 Agency requests series be amended.

1-11 Agency requests series be amended.

1-12 Agency requests series be amended.

1-13 Agency requests series be amended.

1-14 Agency requests series be amended.

1-15 Agency requests series be amended.

1-16 Agency requests series be amended.

1-17 Agency requests series be amended.

1-18 Agency requests series be deleted. Record is no longer requested. There is no backlog of records.

1-19 Agency requests series be amended.

1-20 Agency requests series be amended.

2-1 Agency requests series be amended.

2-2 Agency requests series be amended.

2-3 Agency requests series be amended.

2-4 Agency requests series be amended.

2-5 Agency requests series be amended.

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

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

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOARD of NURSING
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*** April 23, 2026 ***

- 7-3 Agency requests series be amended.
- 7-4 Agency requests series be added.
- 7-5 Agency requests series be added.
- 8-1 Agency requests series be amended.
- 8-2 Agency requests series be amended.
- 8-3 Agency requests series be amended.
- 8-4 Agency requests series be amended.
- 8-5 Agency requests series be amended.
- 8-6 Agency requests series be deleted. Refer to Consolidated General Records Disposition Series 2-11.
- 8-7 Agency requests series be amended.
- 8-8 Agency requests series be amended.
- 8-9 Agency requests series be amended.
- 8-10 Agency requests series be deleted. Refer to Consolidated General Records Disposition Series 2-27.
- 8-11 Agency requests series be amended.
- 8-12 Agency requests series be amended.
- 8-13 Agency requests series be amended.
- 8-14 Agency requests series be amended.
- 8-15 Agency requests series be amended.
- 8-16 Agency requests series be amended.
- 8-17 Agency requests series be amended.
- 8-18 Agency requests series be amended.
- 8-19 Agency requests series be deleted. Record is no longer created. There is no backlog of records.
- 8-20 Agency requests series be deleted. Record is no longer created. There is no backlog of records.
- 9-1 Agency requests series be amended.
- 9-2 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

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Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

9-3 Agency requests series be amended.

9-4 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOARD of NURSING
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*** April 23, 2026 ***

This Records Disposition Schedule approved by the Archives and Records Commission on April 17, 2002 consists of records of the Oklahoma Board of Nursing Schedule 83-18; this new schedule 2002-03 reflects the current Oklahoma Board of Nursing Schedule and subsequent amendments approved by the Archives and Records Commission on April 22, 2004, April 24, 2008, January 17, 2013, ~~and~~ April 25, 2019, and April 23, 2026.

Convenience or Reference Copies – Duplicative Records

Copies of records created for the user's convenience or reference 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 the destruction of convenience or reference copies of records.

Duplicative records are additional versions of the same information or document, such as a report that is sent via facsimile and then also mailed in to the agency and received at a later date, or entries made into the electronic system in use for that record type and also submitted another way such as email, facsimile or mail. Electronic versions are the preferred record format type.

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 Consolidated General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found at on the Oklahoma Department of Libraries website.

Legal Requirements for Retention Periods

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (Okla. Stat., tit. 75, §250 *et seq.* (2026)), 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.

Procedures to Request Destruction of Records

Records that have completed their retention period and are NOT eligible for immediate destruction must be processed through the State's record destruction procedure. As part of this process, the agency must submit the appropriate Notice of Intent to Destroy Records form to the State Records Administrator at least 30 days before destruction.

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Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Records Eligible for Immediate Destruction

Only records with an approved disposition of "Retain in office and destroy after primary use," "Retain in office until no longer required for administrative purposes, then destroy," "Retain in office and destroy upon verification," or "Retain in office until superseded, then destroy" may be destroyed without submitting a Notice of Intent to Destroy Records to the State Records Administrator.

Electronic Records Management and Conversion Procedures

In order to maintain individual record series records in the most efficient and cost-effective format, the Oklahoma Board of Nursing maintains most agency records in electronic format. Records not initially created in electronic format may be converted to electronic format by creating a digital image of the original record or by entering data from the original record into an electronic platform. Retention times apply to the type of record, not to its format; therefore, electronic records follow the same retention requirements as their paper counterparts.

When digitizing records, after this process is completed and verified, the original record will be destroyed following the agency's submission of a Notice of Intent to Destroy Records to the State Records Administrator, using the form provided by the Oklahoma Department of Libraries Records Management Division, at least 30 days before destruction. Electronic backup copies of records are stored in off-site storage areas operated and managed by the Office of Management and Enterprise Services, the National Council of State Boards of Nursing for records stored in the Optimal Regulatory Board System, and the vendor under contract with the Oklahoma Board of Nursing for body fluid testing services.

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Confidentiality

Confidential information is defined as documents or data, in any form or media, that have been designated as confidential and non-public by laws, such as: Peer Participant Records (Okla. Stat., tit. 59, §567.17.f. (2026)); Oklahoma Open Records Act (Okla. Stat., tit. 51, §24.A.1 et seq. (2026)); Oklahoma Open Meeting Act (Okla. Stat., tit. 25, §301 et seq. (2026)); U.S. Citizenship and Immigration Service and Department of Homeland Security (DHS-USCIS) for Systematic Alien Verification for Entitlements (SAVE) Program (refer to Agency's Memorandum of Understanding with DHS-USCIS); the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (refer to Investigative Department Procedure #IP-07).

Confidential information includes but is not limited to: peer participant records (unless participant defaults in the program), Social Security numbers, SAVE citizenship verifications, investigatory records, patient identifying information within investigatory medical records, litigation files, education transcripts, personal financial records, preliminary memorandum (e.g. personal notes used in preparation of reports or recommendations), and Executive Session minutes.

Certain employment records, where disclosure would constitute a clearly unwarranted invasion of personal privacy, are also designated confidential such as: employee evaluations, Social Security numbers, employee birthdates, employee health and medical records, payroll deductions, employment applications and accompanying materials submitted by persons not selected for employment, transcripts from institutions of higher education, and personnel records containing home address, employee birth date, and telephone number(s) of any person employed or formerly employed by the agency.

In addition, the Board shall maintain confidentiality and shall not share with, or distribute to, any third party any Optimal Regulatory Board System (ORBS) related software and documentation deemed confidential by the National Council of State Boards of Nursing (NCSBN) pursuant to the ORBS Participation Agreement and in accordance with Okla. Stat., tit. 51, §24A.10(b)(3) (2026).

Other confidential records not addressed with specific verbiage within a series of this schedule include but are not limited to: expunged criminal history records, internal application tracking documents, requests for test accommodations, and DEA numbers. For additional guidance, see also Confidentiality Policy and Procedure, Agency Procedure #A-50

Portions of any document, including those related to licensure, certification or recognition, whether hard copy or electronic, may be considered confidential and subject to redaction pursuant to Senate Bill 970, effective August 26, 2022, enacting amendments to the Oklahoma Open Records Act. Amendments contained therein no longer allow an applicant's and/or licensee's personal address, personal phone number, personal electronic mail address, or other personal contact information as part of the open record.

The following information is permissible for release: License Type, License Number, License Status, License Name, Compact Status, Name of County, License First Issued Date, License Expiration Date, Employment in Nursing, Employment Field, and Employment Position. For APRN queries, the following additional information may also be released: APRN Type, APRN Specialty, and Prescriptive Authority Status (Okla. Stat., tit. 51, §24A.1. et seq. (2026))

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Licensure Records

1-1 Registered Nurse Applications for Licensure

Description: Files contain ~~original~~ applications for licensure and applicable supporting documentation for applicants who have met the requirements for licensure.

Volume: ~~three (3) cubic feet~~ Approximately 112 GB (3 cubic feet) per year

Disposition: Retain in ~~office electronic format~~ twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, ~~destroy~~ purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Amend, April 23, 2026

1-2 Licensed Practical Nurse Applications for Licensure

Description: Files pertain to Licensed Practical Nurses and contain the same types of records as Series 1-1.

Volume: ~~three (3) cubic feet~~ Approximately 112 GB (3 cubic feet) per year

Disposition: Retain in ~~office electronic format~~ twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, ~~destroy~~ purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Amend, April 23, 2026

1-3 Verification of License - Registered Nurses and Licensed Practical Nurses

Description: Requests for verification of current licensure for RNs and LPNs. Provides identifying information so verification can be issued ~~to be used in lieu of pocket license card~~ by the agency.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain in office electronically or in hard copy format until no longer required for administrative purposes, then ~~destroy~~ hard copy and/or purge from the electronic platform. Notice of intent to destroy not required.
Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Licensure Records

1-4 Name Change Affidavits

Description: Requests for change of name or Social Security Number on licensure records for RNs and LPNs.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically four (4) years after date of receipt of request, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

1-5 Reinstatement or Return to Active Status Applications - Registered Nurses

Description: Application for Reinstatement or Return to Active Status of License for RNs and information relating to activities during period while license has not been in an active status.

Volume: Less than one (1) cubic foot 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically four (4) years after date of receipt of application, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

1-6 Reinstatement or Return to Active Status Applications - Licensed Practical Nurses

Description: Application for Reinstatement or Return to Active Status of License for LPNs and information relating to activities during period while license has not been in an active status.

Volume: Less than one (1) cubic foot 38 GB (1 cubic feet) per year

Disposition: Retain in office electronically four (4) years after date of receipt of application, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Licensure Records

1-9 **Applications for Renewal of License - RNs**

Description: These documents are individual applications for renewal of existing nursing licenses. Information includes applicant names, addresses, and current employment information. The application may be submitted online or by mail.

Volume: three (3) cubic feet Approximately 112 GB (3 cubic feet) per year

Disposition: Retain ~~in office~~ electronically two (2) years after expiration of license, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

1-10 **Applications for Renewal of License - LPNs**

Description: These documents are individual applications for renewal of existing nursing licenses. Information includes applicant names, addresses, and current employment information. The application may be submitted online or by mail.

Volume: ~~three (3) cubic feet~~ Approximately 112 GB (3 cubic feet) per year

Disposition: Retain ~~in office~~ electronically two (2) years after expiration of license, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
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*** April 23, 2026 ***

Licensure Records

1-11 **Notifications by Applicants for Licensure, Certification, or Recognition of Criminal Charges, Disciplinary Action or Judicial Declaration of Incompetence**

Description: Notifications and related court documents sent by applicants for licensure, certification, or recognition of history of criminal charges, disciplinary action or judicial declaration of incompetence, excluding minor traffic violations, and related correspondence with applicant.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: ~~If an investigative file is not required, retain all correspondence and documentation submitted by applicant with application for licensure, certification, or recognition in office and transfer all data to optical disk format. Transfer hard copy documents to the State Records Center (a) upon certification that all records have been successfully entered on disk; (b) after storing a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk(s) in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy hard copy(s) and optical disk(s) when they become twenty five (25) years old, 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.~~

If a case is subsequently opened, move notification, related court documents, application, and associated application materials to Series 5-1, Investigative Files.

If an investigative file is not required, retain electronically twenty-five (25) years, then purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending.

If legal action is pending, purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
 Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Licensure Records

1-12 Notifications by Licensees or Certificate Holders of Criminal Charges, Disciplinary Action or Judicial Declaration of Incompetence

Description: Letters of notifications and related court documents sent by licensees or certificate holders of history of criminal charges, disciplinary action or judicial declaration of incompetence, excluding minor traffic violations, and related correspondence with applicant.

Volume Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: ~~If an investigative file is not required, retain all correspondence and documentation submitted by applicant with application for licensure, certification, or recognition in office and transfer all data to optical disk format. Transfer hard copy documents to the State Records Center (a) upon certification that all records have been successfully entered on disk; (b) after storing a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk(s) in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy hard copy(s) and optical disk(s) when they become twenty five (25) years old, 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.~~

If case is subsequently opened, move notification and any related court documents to Series 5-1, Investigative Files.

If an investigative file is not required, retain electronically twenty-five (25) years, then purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending.

If legal action is pending, purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Licensure Records

1-13 Incomplete Applications

Description: These files pertain to applicants for licensure, recognition, certification, or authorization who submitted incomplete application materials and were not licensed, recognized, certified, or authorized by the board.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically two three (2) (3) years after expiration of license receipt of application, then destroy purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

1-14 Ineligible Applicants

Description: These files pertain to applicants for licensure, recognition, certification, or authorization who have failed to meet all requirements and were not licensed, recognized, certified, or authorization by the board. These files include records of applicants who failed the licensure examination.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically two three (2) (3) years, then destroy purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no subsequent examination for the same level of licensure/certification has been submitted.
If a subsequent examination is required, retain the results of the examination in the office for twenty-five (25) years, then destroy purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, destroy purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
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*** April 23, 2026 ***

Licensure Records

1-15 Advisement Letters

Description: Letters advising the licensee of a violation of the Oklahoma Nursing Practice Act.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, ~~destroy~~ purge documents from the electronic platform two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.
 Amend, April 23, 2026

1-16 Applications for Inactive Status Registered Nurses

Description: Files contain applications and applicable supporting documentation.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically four (4) years after receipt of application, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy,
 Amend, April 23, 2026

1-17 Applications for Inactive Status Licensed Practical Nurses

Description: Files contain applications and applicable supporting documentation.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically four (4) years after receipt of application, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy,
 Amend, April 23, 2026

1-18 Duplicate License Requests

Description: ~~Request for a duplicate pocket license card that identifies the reason that the original licensure card is not available.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office four (4) years after receipt of request, then destroy.~~
 Delete from schedule, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Licensure Records

1-19 **Address Changes**

Description: Files contain original notification of change of address supplied by licensees.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically or in hard copy format until no longer required for administrative purposes, then destroy hard copy and/or purge documents from the electronic platform. Notice of intent to destroy not required.
Amend, April 23, 2026

1-20 **Federal Criminal Background Search Records** (Records subject to Okla. Stat., tit. 59, § 567.18 (2026))

Description: Federal Criminal History Record Information (CHRI) reports received from the Oklahoma State Bureau of Investigation (OSBI) and the Federal Bureau of Investigation (FBI) used solely for the purposes of conducting a national criminal history records search for applicants applying for, renewing, or reinstating a license, certification or recognition pursuant to Section 150.9 of Title 74 of the Oklahoma Statutes and Public Law 92-544.

Volume: Three 112 GB (3) cubic feet) per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy hard copy documents and/or purge electronic documents from the electronic platform. Notice of intent to destroy not required.
Amend, April 23, 2026

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*** April 23, 2026 ***

Nursing Education Program Records

2-1 **Authorization of Transcript from Closed Nursing Education Programs**

Description: Statements from former students of closed nursing education programs containing identifying information for locating transcripts and authorizing Oklahoma Board of Nursing to send certified copy of transcript to another state board of nursing or educational institution. (When nursing education programs close, records are forwarded to the Oklahoma Board of Nursing for retention.)

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically one (1) year, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

2-2 **Annual Reports of Nursing Education Programs**

Description: Annual reports filed with the Board by nursing education programs for statistical purposes and to determine whether or not programs are meeting all established requirements.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically five (5) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

2-3 **Summaries of Annual Reports of Nursing Education Programs**

Description: Summaries of Information contained in Series 2-2.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically ten (10) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Nursing Education Program Records

2-4 Composite Reports of Examination Results--Registered Nurse

Description: Composite reports of NCLEX-RN (National Council Licensure Examination) examination results received on a monthly and quarterly basis from the National Council of State Boards of Nursing.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain monthly and quarterly reports ~~in office~~ electronically for two (2) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

2-5 Composite Reports of Examination Results—Licensed Practical Nurses

Description: Composite reports of National Council Licensure Examination (NCLEX-PN) examination results received on a monthly and quarterly basis from National Council of State Boards of Nursing.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain monthly and quarterly reports ~~in office~~ electronically for two (2) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
 Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Nursing Education Program Records

2-6 Files of Surveys to Nursing Education Programs

Description: This series pertains to on site visits to nursing education programs by Board staff members to evaluate curriculum and program activities. Such survey visits are conducted at least once every five (5) years for those non-accredited programs not on continuing full approval status, and at least once every fifteen (15) years for those programs with full approval status and current accreditation. Documents include evaluation data and applicable correspondence.

Volume: Approximately 38 GB ~~one (1) cubic foot~~ per year

Disposition: A. Retain records of the past three (3) visits in-office electronically, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy for non-accredited programs not on continuing full approval status.
OR
B. Retain monthly reports electronically for fifteen (15) years, then purge documents from the electronic platform after receiving acknowledgment of intent to destroy for accredited programs with continuing full approval status.

Amend, April 23, 2026

2-7 Closed Nursing Education Program ~~Imaged~~ Records

Description: Upon closure of a nursing education program and its controlling institution, the transcripts and supporting documents are transferred to the Board in an ~~optical-disk~~ electronic format. File includes transcripts and supporting documents submitted by an institution when a nursing education program is closed.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: ~~Retain at least one (1) user copy of the disk in office. Maintain a back up copy of the disk in an off site storage area that meets manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, after storing the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%.~~
Retain in-office electronically permanently.

Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Nursing Education Program Records

2-8 Faculty Qualification Records

Description: Records sent to the Board by a nursing education program upon employment of a new faculty member, or upon a change of position or upgrade of educational qualifications by a current faculty member.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically until no longer needed for administrative purposes, then ~~destroy~~ purge documents from the electronic platform. Notice of intent to destroy not required.
Amend, April 23, 2026

2-9 Reports and Requests Submitted by Nursing Education Program

Description: Special reports and requests made to the Oklahoma Board of Nursing by nursing education programs, such as pass rate reports, progress reports, requests for a change in program hours or delivery method, and curriculum change requests.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain copy of report ~~in office~~ electronically for five (5) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

2-10 Applications for New Nursing Education Programs and Extended Campus Programs

Description: Applications from universities, colleges, technology centers and private vocational schools for a new nursing education program or for an extension to their existing program.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain copy of report ~~in office~~ electronically for ten (10) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Advanced Unlicensed Assistant Records

3-1 **Advanced Unlicensed Assistant Certification Applications**

Description: Files contain original applications for certification and applicable supporting documentation.

Volume: Approximately 38 GB ~~one (1) cubic foot~~ per year

Disposition: Retain ~~in office~~ electronically twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, ~~destroy~~ purge documents from the electronic platform two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.
Amend, April 23, 2026

3-2 **Closed Advanced Unlicensed Assistant Training Program Records**

Description: Upon closure of an advanced unlicensed assistant training program and its controlling institution, the transcripts and supporting documents are transferred to the Nursing Board in an ~~optical disk~~ electronic format. File includes transcripts and supporting documents submitted by an institution when an advanced unlicensed assistant training program is closed.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: ~~Retain at least one (1) user copy of the disk in office. Maintain a back up copy of the disk in an off site storage area that meets manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, after storing the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%.~~ Retain in office electronically permanently.
Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Advanced Unlicensed Assistant Records

3-3 Application for New Advanced Unlicensed Assistant Training Program or Extended Campus Program

Description: Applications from educational institutions or health care facilities for a new advanced unlicensed assistant training program or for an extension to their existing program.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain copy of report ~~in office~~ electronically for ten (10) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

3-4 Verification of Advanced Unlicensed Assistant Certification

Description: Statement requesting verification of current certification for Advanced Unlicensed Assistants. Provides identifying information so verification can be issued ~~to be used in lieu of pocket certification card.~~

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically until no longer required for administrative purposes, then ~~destroy~~ purge documents from the electronic platform. Notice of intent to destroy not required.
Amend, April 23, 2026

3-5 Name Change Affidavit for Advanced Unlicensed Assistants

Description: Requests for change of name or Social Security Number on certification records for Advanced Unlicensed Assistants.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically four (4) years after receipt of request, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Advanced Unlicensed Assistant Records

3-6 Application of Renewal of Advanced Unlicensed Assistant Certification

Description: These documents are individual applications for renewal of existing Advanced Unlicensed Assistant certifications. Information includes applicant names, addresses, and current places of employment. The application may be submitted online or by mail.

Volume: ~~three (3) cubic feet~~ Approximately 112 GB (3 cubic feet) per year

Disposition: Retain ~~in office~~ electronically two (2) years after expiration of license, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

3-7 Annual Reports of Advanced Unlicensed Assistant Training Programs

Description: Annual reports filed with the Board by advanced unlicensed assistant training programs for statistical purposes and to determine whether or not programs are meeting all established requirements.

Volume: ~~one (1) cubic foot~~ Approximately 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically five (5) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

3-8 Summaries of Annual Reports of Advanced Unlicensed Assistant Training Programs

Description: Summaries of Information contained in Series 3-7.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically ten (10) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Advanced Unlicensed Assistant Records

3-9 Reports of Examination Results for Advanced Unlicensed Assistants

Description: Composite reports of Advanced Unlicensed Assistant examination results received on a monthly and annual basis from the testing service provider.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

- Disposition: A. Retain monthly reports ~~in office~~ electronically for two (2) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
OR
- B. Retain annual reports ~~in office ten (10) years, then transfer to State Records Center for~~ electronically twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

3-10 Reinstatement Applications – Advanced Unlicensed Assistants

Description: Applications for reinstatement of certification for Advance Unlicensed Assistants and information relating to activities during period while certification has not been in an active status.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically four (4) years after receipt of application, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Advanced Practice Nurse Records

4-1 **Advanced Practice Nursing** (Records subject to Okla. Stat., tit. 51, § 24A.7 (2026))

Description: File contains original applications for licensure and applicable supporting documentation for Certified Nurse Practitioner (CNP), Clinical Nurse Specialists (CNS), Certified Nurse Midwives (CNM), and Certified Registered Nurse Anesthetists (CRNA).

Volume: ~~two (2) cubic feet~~ Approximately 76 GB (2) cubic feet per year

Disposition: Retain ~~in office~~ electronically twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, ~~destroy~~ purge documents from the electronic platform two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.
Amend, April 23, 2026

4-2 **Applications for Prescriptive Authority Privileges**

Description: Files contain original applications for prescriptive authority privileges and applicable supporting documentation.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, ~~destroy~~ purge documents from the electronic platform two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.
Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Advanced Practice Nurse Records

4-3 **Application for Renewal of Advanced Practice Licensure and Prescriptive Authority Privileges**

Description: These documents are individual applications for renewal of existing advanced practice licensure and prescriptive authority privileges. Information includes applicant names, addresses, and current employment information.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically until two (2) years after expiration of licensure and prescriptive authority privileges, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

4-4 **Notification of Change in Supervising Physician**

Description: These documents are individual notification of changes in supervising physicians for Advanced Practice Registered Nurses with prescriptive privileges.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, ~~destroy~~ purge documents from the electronic platform two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.
Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Advanced Practice Nurse Records

4-5 Application for Reinstatement or Return to Active Status of Advanced Practice Licensure or Prescriptive Authority Privileges

Description: Application for Reinstatement or Return to Active Status of advanced practice licensure or Prescriptive Authority Privileges and information relating to activities during period while the advanced practice license or prescriptive authority privileges have not been in an active status.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: Retain ~~in office~~ electronically two (2) years after expiration of the Advanced Practice Registered Nurse license or prescriptive authority privileges, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, April 23, 2026

4-7 Verification of License - Advanced Practice Registered Nurses

Description: Requests for verification of current licensure for APRNs. Provides identifying information so verification can be issued.

Volume: Less than 38 GB per year (equivalent to less than 1 cubic foot)

Disposition: Retain electronically until no longer required for administrative purposes, then purge documents from the electronic platform. Notice of intent to destroy not required.
Add to schedule, April 23, 2026

OKLAHOMA BOARD of NURSING
 Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Investigative Records

5-1 **Investigative Files** (Records subject to Okla. Stat., tit. 51, § 567.8 (e) (2026))

Description: Files relate to investigation of reported violations of the Nursing Practice Act against individuals licensed or certified by the Board of Nursing. Files may include investigative information including correspondence, subpoenas, depositions, and investigative reports. Files may contain confidential letter of concern, formal complaint, board action and exhibits. Files may include reports and correspondence received if the individual is monitored by the Board.

Volume: ~~twelve (12) cubic feet~~ Approximately 447 GB (12 cubic feet) per year

Disposition: ~~Destroy~~ Purge from the electronic platform duplicative investigative and monitoring information upon case resolution or closure. Retain investigative file information and monitoring information ~~in office electronically for five (5) years after resolution, then transfer to the Record Center for twenty-five (25) years, then destroy purge documents from the electronic platform after receiving acknowledgment of intent to destroy.~~ Retain confidential letter of concern, formal complaint, board action, exhibits, and terms of completion letter, in an electronic format permanently in the office.
 Amend, April 23, 2026

5-2 **Reports of Nursing Practice Incidents** (Records subject to Okla. Stat., tit. 51, § 24A.12 (2026) and Okla. Stat., tit. 51, § 567.8 (e) (2026))

Description: Reports and documentation related to reports of nursing practice incidents which do not result in an open Investigative File. Reports may include Nursing Practice Incident Forms, investigative reports from other entities, documentation from other entities, and related correspondence.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition: ~~Destroy~~ Purge from the electronic platform duplicative information upon report resolution. Retain report information, documentation and correspondence ~~in office electronically for five (5) years after receipt of information, then destroy purge documents from the electronic platform after receiving acknowledgment of intent to destroy.~~ If case is subsequently opened, report and documentation move to an investigative file, Series 5-1.
 Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
 Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Peer Assistance Records

6-1 **Participant Records** (Records subject to Okla. Stat., tit. 59 O.S., § 567.17 (f) (2026))

Description: Files contain original applications for Peer Assistance Program and records related to participation in the program.

Volume: ~~three (3) cubic feet~~ Approximately 112 GB (3 cubic feet) per year

Disposition: Retain full record ~~in office~~ electronically for two (2) years after completion of, termination, or withdrawal from program. After two (2) years, purge file of all records except license ~~and history (or the copy) submitted on~~ at the time of program entry, admission interview, application, contract, amended contracts, and summary of participation, and the applicable completion or termination letter then transfer to the State Records Center. Retain the remaining records electronically for twenty-five (25) years, then ~~destroy~~ purge all documents except the completion or termination letter from the electronic platform after receiving acknowledgment of notice of intent, providing provided no legal actions are pending. If legal action is pending, ~~destroy~~ purge all documents except the completion or termination letter, two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention destruction process requirements have been met requirements. Completion or termination letter must be retained electronically permanently.
 Amend, April 23, 2026

6-2 **Records of Applicants** (Records subject to Okla. Stat., tit. 59 O.S., § 567.17 (f) (2026))

Description: Files contain ~~original~~ applications for Peer Assistance Program for applicants who do not enter the program.

Volume: ~~three (3) cubic feet~~ Approximately 112 GB (3 cubic feet) per year

Disposition: Retain application ~~in office~~ electronically for two (2) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
 Amend, April 23, 2026

6-3 **Records of Applications for Appointment and/or Reappointment to a Peer Assistance Program Committee**

Description: Files contain applications for Appointment and/or Reappointment to a Peer Assistance Committee, whether approved or not approved.

Volume Less than ~~one (1) cubic foot~~ 38 GB (1 cubic feet) per year

Disposition Retain ~~in office~~ until no longer required for administrative purposes, then destroy. Notice of intent to destroy not required.
 Amend, April 23, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

General Administrative Records

- 7-1 **Minutes of the Board of Nursing** (Refer to Consolidated General Records Disposition Schedule, Series 1-1)
Amend, April 23, 2026
- 7-2 **Personnel Records of Permanent State Employees (Active)** (Refer to Consolidated General Records Disposition Schedule, Series 3-1)
Amend, April 23, 2026
- 7-3 **Personnel Records of Permanent State Employees (Inactive)-Retirement System Members and Non-retirement Members** (Refer to Consolidated General Records Disposition Schedule, Series 3-1D)
Amend, April 23, 2026

7-4 **Board Position Statements**

Description: Files contain Position Statements formulated by the Board in response to written requests to a clearly defined nursing topic. Although not judicially reviewable and not having the force and effect of law, Position Statements serve as guidance.

Volume: Less than 38 GB per year (equivalent to less than 1 cubic foot)

Disposition: Retain electronically permanently and transfer one electronic copy to the State Archives for permanent preservation.
Add to schedule, April 23, 2026

7.5 **Declaratory Rulings**

Description: Files contain Declaratory Rulings formulated by the Board in response to petitions to a specific question or questions as to the applicability of any rule or Order of the Board, or refusal to issue a Declaratory Ruling. Provides an explanation or clarification of the rules, is binding, and subject to judicial review per OK Administrative Procedures Act.

Volume: Less than 38 GB per year (equivalent to less than 1 cubic foot)

Disposition: Retain electronically permanently and transfer one electronic copy to the State Archives for permanent preservation.
Add to schedule, April 23, 2026

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Finance Records

- 8-1 **Institutional Purchase Orders and Contracts/"Agency Issued Orders" [Except Institutions of Higher Education]** (Refer to Consolidated General Records Disposition Schedule, Series 2-21)
Amend, April 23, 2026
- 8-2 **Miscellaneous Claims and Invoices (Except OSF Form 14 and OSF Form 9)** (Refer to Consolidated General Records Disposition Schedule, Series 2-12)
Amend, April 23, 2026
- 8-3 **Payroll Claims** (Refer to Consolidated General Records Disposition Schedule, Series 2-14)
Amend, April 23, 2026
- 8-4 **Request for Allotment and Appropriation Transfer** (Refer to Consolidated General Records Disposition Schedule, Series 2-10)
Amend, April 23, 2026
- 8-5 **Authorizations for Purchase** (Refer to Consolidated General Records Disposition Schedule, Series 2-22)
Amend, April 23, 2026
- ~~8-6 **Requests for Encumbrance** (Refer to Consolidated General Records Disposition Schedule, Series 2-11)
Delete from schedule, April 23, 2026~~
- 8-7 **Agency Special and Clearing Account Reports** (Refer to Consolidated General Records Disposition Schedule, Series 2-26)
Amend, April 23, 2026
- 8-8 **Payroll Warrant Cancellation Forms** (Refer to Consolidated General Records Disposition Schedule, Series 2-15)
Amend, April 23, 2026
- 8-9 **W2 Forms** (Refer to Consolidated General Records Disposition Schedule, Series 3-15)
Amend, April 23, 2026
- ~~8-10 **Reconciliation of Official Depository Balance** (Refer to Consolidated General Records Disposition Schedule, Series 2-27)
Delete from schedule, April 23, 2026~~
- 8-11 **Official Depository Records** (Refer to Consolidated General Records Disposition Schedule, Series 2-16)
Amend, April 23, 2026
- 8-12 **Affidavit of Lost or Destroyed Warrant** (Refer to Consolidated General Records Disposition Schedule, Series 2-17)
Amend, April 23, 2026

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Finance Records

- 8-13 **Affidavits for Cancelled Warrants Issued in Error** (Refer to Consolidated General Records Disposition Schedule, Series 2-18)
Amend, April 23, 2026
- 8-14 **6-Digit Expenditure Detail Reports** (Refer to Consolidated General Records Disposition Schedule, Series 2-1)
Amend, April 23, 2026
- 8-15 **F.I.C.A. Quarterly Reports** (Refer to Consolidated General Records Disposition Schedule, Series 2-28)
Amend, April 23, 2026
- 8-16 **Summary of Receipts, Disbursements, and Balances by Agency** (Refer to Consolidated General Records Disposition Schedule, Series 2-3)
Amend, April 23, 2026
- 8-17 **Purchase Order Files** (Refer to Consolidated General Records Disposition Schedule, Series 2-19)
Amend, April 23, 2026
- 8-18 **Receipts** (Refer to Consolidated General Records Disposition Schedule, Series 2-30)
Amend, April 23, 2026
- ~~8-19 **Accounting Ledgers** (Refer to Consolidated General Records Disposition Schedule, Series 2-33)
Delete from schedule, April 23, 2026~~
- ~~8-20 **Annual Number Books** (ledger)
Delete from schedule, April 23, 2026~~

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** April 23, 2026 ***

Administrative Records

- 9-1 **Correspondence** (Refer to Consolidated General Records Disposition Schedule, Series 1-3, 1-4, and 1-5)
Amend, April 23, 2026
- 9-2 **Reference File** (Refer to Consolidated General Records Disposition Schedule, Series 1-8)
Amend, April 23, 2026
- 9-3 **Electronic Mail Transmissions** (Refer to Consolidated General Records Disposition Schedule, Series 1-60)
Amend, April 23, 2026
- 9-4 **Applications for Appointment to Advisory Committees**
- Description: Files contain original applications for appointments to advisory committees and applicable supporting documentation.
- Volume: less than one cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then destroy. Notice of intent to destroy not required.
Amend, April 23, 2026

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF ENVIRONMENTAL QUALITY

Records Disposition Authorization **2026-01**

*** April 23, 2026 ***

Summary

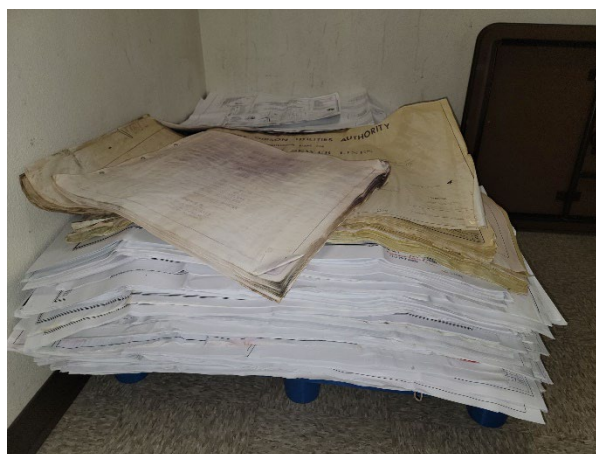
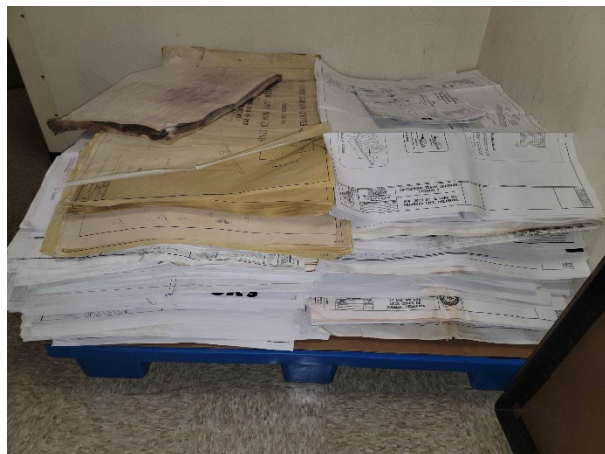
Agency requests approval for the destruction of the following records.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF ENVIRONMENTAL QUALITY
Records Disposition Authorization 2026-01

* April 23, 2026 *

The Department of Environmental Quality requests authorization for the immediate destruction of a partial pallet containing records that suffered liquid damage and, as a result, are contaminated. Records cannot be reformatted (copied or digitized) and currently pose a health threat to staff.



Description

The damage occurred on or around January 19, 2024, on the 8th floor of the Department of Environmental Quality's central office at 707 N. Robinson Avenue, Oklahoma City. Around this time, an overhead HVAC line ruptured above the documents as they were being stored for digitization. The chemicals spilled on the documents are unknown, but the pH was tested at approximately 14. This chemical exposure rendered the documents unsafe for digitization or human contact

Records Date

2019-2023

Volume

125 sets of plans and specifications

DEPARTMENT OF ENVIRONMENTAL QUALITY
Records Disposition Authorization **2026-01**

*** April 23, 2026 ***

Schedule	Consolidated Records Disposition Schedule 94-09
Series	2-22A – Municipal Wastewater Construction Files
Disposition	Retain permanently in office.

2-22A **Municipal Wastewater Construction Files**

Description: File includes construction files for municipal wastewater projects, which includes plans, specifications, construction permitting records, blueprints, engineering reports, and related information. File also includes maps of facilities showing locations of construction lines, and discharge pipes.

Disposition: Retain in office permanently.
Transferred from series 2-3, 2-4, 2-5, and 2-17, July 21, 2022