



Agenda

Archives and Records Commission

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

Oklahoma State Capitol

2300 N. Lincoln Blvd., Room 100

Oklahoma City, OK 73105

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

1. Call to Order and Roll Call

Audrey Rockwell, Chair

Natalie Currie, Vice Chair and Secretary

Jerry Morris, Proxy for Lieutenant Governor

Lisa Hodges, Proxy for State Auditor and Inspector

Kiran Nallayahgari, Proxy for State Treasurer

2. Consideration and possible approval of minutes for the July 16, 2026, meeting*

3. State Archives and Records Management Division Quarterly Report

4. Consideration and possible approval of Records Disposition Schedules*

a. 1990-03 [AMD] State Regents for Higher Education

b. 2026-02 [RDA] Bureau of Narcotics and Dangerous Drug Control

5. Adjournment

*Archives and Records Commission action required.

Key to abbreviations used above:

[AMD] Amendment to a Records Disposition Schedule

[RDA] Records Disposition Authorization

Upcoming Archives and Records Commission meeting:

January 21, 2027

April 22, 2027

July 22, 2027

October 21, 2027



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

Call to Order:

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

Members present were:

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

Members absent were:

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

Also present were:

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

Posting of Meeting Agenda:

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

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

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

Currie	aye
Hodges	aye
Rockwell	aye

Consideration of Requests:

a. Oklahoma Secretary of State

i. Amendment to Records Disposition Schedule 1992-15

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

Currie	aye
Hodges	aye
Rockwell	aye

b. Oklahoma Health Care Authority

i. Amendment to Records Disposition Schedule 1996-05

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

Currie	aye
Hodges	aye
Rockwell	aye

c. Board of Nursing

i. Amendment to Records Disposition Schedule 2002-03

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

Currie	aye
Hodges	aye
Rockwell	aye

New Business:

No new business was conducted at this time.

Adjournment:

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

Audrey Rockwell, Chair

Natalie Currie, Vice Chair and Secretary
Oklahoma Department of Libraries

Archives and Records Management Division Activity Report

July 3-October 12, 2026

Executive Overview

Archives and Records Management continues to balance core records management, preservation, and public access responsibilities with major modernization and facility initiatives. Current priorities include large-scale digitization, preparing for the relocation of the State Records Center, modernizing Oklahoma's records management rules, and improving how we measure and deliver reference services. The Allen Wright Library renovation remains on track for a planned return in spring 2027.

State Archives

Digitization and Preservation. By October 31, OCI is expected to digitize 70 boxes of Oklahoma Publications Clearinghouse (OPC) publications, representing nearly 4,000 titles, including annual reports, audits, manuals, handbooks, and business plans from numerous state agencies. BIS is also expected to complete scanning of 79 Election Return ledgers (1910–1970), 53 pre-1950 cattle brand books, 23 volumes of Public Welfare Commission minutes, and 66 boxes of Attorney General Opinions (1911–1983). The pre-1968 Attorney General Opinions are particularly significant because the State Archives holds the only copies and they were not otherwise published.

The division has secured \$125,000 for FY2027 digitization projects, with plans to continue digitizing OPC publications and begin scanning the Governor's Papers (1907-1920).

Access and Reference Services. A new reference request log has been implemented to better capture how the public contacts the Archives, who our users are, the types of requests received, and request outcomes. These data will help establish more meaningful key performance indicators and inform future services and products. October is also Family History Month, and staff have observed an increase in genealogy-related inquiries; the new log will allow us to determine whether this increase is sustained and quantify future trends.

Due to an HVAC project at the Will Rogers Building, access to collections will be temporarily suspended October 19–November 2. Staff will continue responding to inquiries, although some reference services may be limited.

Archives Month. In partnership with ODL Marketing and Communications, the Archives is highlighting collections through weekly social media posts during October. Featured materials include *The Eye Opener*, a newsletter published by inmates of the Oklahoma State Penitentiary

and Oklahoma State Reformatory; *School Lunch News* from the Department of Education; and the Department of Wildlife Conservation's *Bats of Oklahoma Field Guide*, which also coincides with Bat Week.

Records Management

State Records Center. The State Records Center will relocate from its current E. Hill Street facility to a new location that has not yet been determined. The ODL Executive Team is evaluating several options.

In preparation for the move, staff identified more than 2,200 boxes from 21 agencies that met their retention requirements in calendar year 2025. Agencies are being asked to verify that no legal or financial holds exist and authorize eligible records for destruction. More than 400 boxes have already been destroyed, with additional boxes awaiting agency authorization.

Administrative Code Modernization. The Executive Team and Archives and Records Management staff are reviewing Oklahoma Administrative Code provisions governing the records management program. Areas under review include service fees, modern methods for delivering information to users, the continuing destruction process, and updates to the Optical Imaging chapter to better reflect current and preferred practices.

Key Initiatives & Emerging Issues

AI and Bot-Generated Requests. Patricia Nunes and Cassie Spindle attended the 2026 Council of State Archivists Annual Meeting, where artificial intelligence was an important topic of discussion. Of particular concern is the increase in AI- and bot-generated information requests, including open-records/redaction inquiries containing inaccurate information generated by AI or search engines. These requests can create additional workload for reference staff. One option being explored is a standardized reference request form that would also require users to verify that they are human.

Facilities. Renovation of the Allen Wright Library is progressing, with the planned return to the building remaining spring 2027. Planning is also underway for relocation of the State Records Center.

Staffing. Cameron Thornton has left the Department of Libraries, and recruitment for a Government Records Management Specialist I is underway.

ARCHIVES AND RECORDS COMMISSION

STATE REGENTS FOR HIGHER EDUCATION

Consolidated Records Disposition Schedule **90-03**

*** October 22, 2026 ***

Summary

1-61C Agency requests series be amended.

1-71 Agency requests series be added.

ARCHIVES AND RECORDS COMMISSION

STATE REGENTS FOR HIGHER EDUCATION

Consolidated Records Disposition Schedule 90-03

* October 22, 2026 *

1-61C **Utilized Data System (UDS)**

Description: The UDS and UDS Manuals contain student and professional staff data and information collected from Oklahoma higher education institutions. Those data are collected via the following digital files: Student, Enrollment, Multiple, Professional, Prior Learning Assessment, and Degrees Conferred. Concurrent data are contained in these digital files.

Disposition: ~~Retain in office permanently.~~ Retain in office for twenty (20) years, then destroy. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Amend, October 22, 2026

1-71 **Videoconference Recordings and Meeting Support Materials**

Description: File includes videoconference recordings, automated transcripts, captions, AI-generated summaries, meeting recaps, action items, and similar materials created by meeting technologies used for note-taking, drafting, collaboration, or preparation of official records. This excludes official minutes, approved reports, final agency actions, and recordings designated as the official record.

Disposition: Retain until no longer required for administrative purposes, then destroy.
Add to schedule, October 22, 2026

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUG CONTROL

Records Disposition Authorization **2026-02**

*** October 22, 2026 ***

Summary

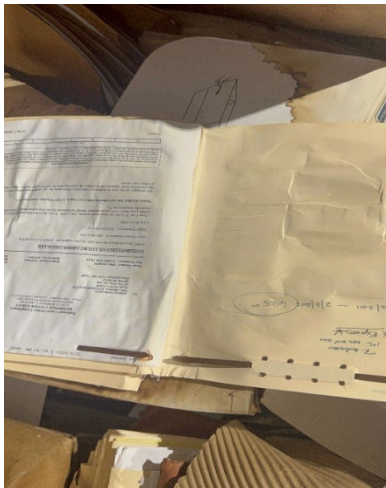
Agency requests approval for the destruction of the following records.

ARCHIVES AND RECORDS COMMISSION

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

*** October 22, 2026 ***

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



Description

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

Records Date

2006 and 2021

Volume

3 Cubic Foot Box

Schedule

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

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUG CONTROL

Records Disposition Authorization 2026-02

* October 22, 2026 *

	Files (CF-21-167; Herrera, Eric) (CR-07-047 Turner, Jeffrey et al.,)
Disposition	Retain in office fifteen years following the date of last activity related to the record or the resolution of any appeals, whichever period is longer.
	6-5 Criminal Prosecution Case Files Description: File includes reports, correspondence, and other information generated during the prosecution of criminal cases. Disposition: Retain in office (15) years following the date of last activity related to the record or the resolution of any appeals, whichever period is longer.
Records Date	2006-2016
Volume	4 Cubic Foot Box
Schedule	Consolidated Records Disposition Schedule 2015-1/ 3-1 Criminal Enforcement Case Files (Pen Registers)
Disposition	Retain in office fifteen years following the date of last activity or two (2) years after the exhaustion of all legal remedies, whichever period is longer.
	3-1 Criminal Enforcement Case Files Description: File includes reports, correspondence, recordings, and related information generated by investigative agents working with each case. Disposition: Retain in office fifteen (15) years following the date of last activity or two (2) years after the exhaustion of all legal remedies, whichever period is longer.
Records Date	2015
Volume	2 Cubic Foot Box
Schedule	Consolidated Records Disposition Schedule 2015-1/ 3-1 Criminal Enforcement Case Files (Subscriber info)
Disposition	Retain in office fifteen years following the date of last activity or two (2) years after the exhaustion of all legal remedies, whichever period is longer.
	3-1 Criminal Enforcement Case Files Description: File includes reports, correspondence, recordings, and related information generated by investigative agents working with each case. Disposition: Retain in office fifteen (15) years following the date of last activity or two (2) years after the exhaustion of all legal remedies, whichever period is longer.