



Archives and Records Commission Meeting Minutes, October 24, 2024

All participating members of the Commission met in person at the above meeting location. The meeting was open to the public and was conducted under the provisions of the Open Meeting Act as provided in Title 25, Oklahoma Statutes §§ 301-314. The agenda was posted on the front window of the Oklahoma Department of Libraries building on October 18, 2024, and on the agency's website on October 21, 2024.

1. Call to Order and Roll Call:

Audrey Rockwell called the meeting to order at 11:01 a.m.

Members present:

Audrey Rockwell	Chair
Natalie Currie	Vice Chair and Secretary
Lisa Hodges	Proxy for State Auditor
Caleb McDonald	Proxy for Lt. Governor
Kiran Nallayahgari	Proxy for State Treasurer

Also present:

Madalynn Martin	Office of the Attorney General
Patricia Nunes	Department of Libraries
Alyssa Vaughn	Department of Libraries
Taylor Ferguson	Oklahoma Tax Commission
Remington Dean	Office of the Governor
Kendra Robben	Central Interstate Low-Level Radioactive Waste Compact Commission

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

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

Currie	aye
Hodges	abstain
McDonald	aye
Nallayahgari	aye
Rockwell	aye

3. State Archives and Records Management Division Activity Report

Patricia Nunes shared highlights from the report covering July 13 to October 16, 2024.

4. Approval of meeting schedule for 2025

Approval of the proposed dates for Commission meetings in 2025 was moved by Nallayahgari and seconded by Currie.

Currie	aye
Hodges	aye
McDonald	aye
Nallayahgari	aye
Rockwell	aye

Dates for 2025 meetings, as approved by the Commission, will be:

January 23, 2025
April 24, 2025
July 24, 2025
October 23, 2025

5. Consideration of Requests:

a. Office of the Governor

- i. Amendment to Records Disposition Schedule 1986-27
- ii. New Records Disposition Schedule 2024-04

The Office of the Governor requested Records Disposition Schedule 1986-27 be amended and New Records Disposition Schedule 2024-04 be created. Hodges asked why the retention for series 1-2A in Schedule 1986-27 was being changed from 10 years to 1 year. Remington Dean stated the Judicial Nominating Commission is the office of record and keeps the records longer. Approval of the amendments to Records Disposition Schedule 1986-27 and the creation of New Records Disposition Schedule 2024-04 was moved by Currie and seconded by McDonald.

Currie	aye
Hodges	aye
McDonald	aye
Nallayahgari	aye
Rockwell	aye

b. Oklahoma Tax Commission

- i. Amendment to Records Disposition Schedule 1984-04, Headquarters Division
- ii. Amendment to Records Disposition Schedule 2024-01

The Oklahoma Tax Commission requested Records Disposition Schedules 1984-04 and 2024-01 be amended. Currie noted series 12-3 in Schedule 2024-01 mistakenly refers to series 19-1 and 19-2 which should be 12-1 and 12-2. Approval of the amendments to Records Disposition Schedules 1984-04 and 2024-01, with the amendment to series 12-3 in Schedule 2024-01, was moved by Rockwell and seconded by Nallayahgari.

Currie	aye
Hodges	aye
McDonald	aye
Nallayahgari	aye
Rockwell	aye

c. Department of Health

- i. Amendment to Records Disposition Schedule 1992-17, Protective Health Services
- ii. Amendment to Records Disposition Schedule 2002-01, Commissioner of Health

The Department of Health requested Records Disposition Schedules 1992-17 and 2002-01 be withdrawn from consideration.

d. Department of Human Services

- i. Amendment to Records Disposition Schedule 2003-03, Office of Client Advocacy

The Department of Human Services requested Records Disposition Schedule 2003-03 be withdrawn from consideration.

e. Central Interstate Low-Level Radioactive Waste Compact Commission

- ii. New Records Disposition Schedule 2024-05

The Central Interstate Low-Level Radioactive Waste Compact Commission requested New Records Disposition Schedule 2024-05 be created. Approval of the creation of New Records Disposition Schedule 2024-05 was moved by Currie and seconded by McDonald.

Currie	aye
Hodges	aye
McDonald	aye

Nallayahgari aye
Rockwell aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 11:23 a.m.

Audrey Rockwell, Chair

- absent today.



Natalie Currie, Vice Chair and Secretary
Oklahoma Department of Libraries