

ARCHIVES AND RECORDS COMMISSION

**Oklahoma Department of Libraries
200 NE 18th Street, Second Floor South Conference Room
Oklahoma City, Oklahoma
And
Via Teleconference
Please see page three of the Agenda for Instructions.**

**October 22, 2020
10:00 a.m.**

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AGENDA

Open Meeting Act Statement.

This meeting is also being conducted under the new emergency provisions of the Open Meeting Act, as amended by SB 661 on Wednesday, March 18, 2020.

Call to Order
Roll Call

Nicole Willard, Chair – Attending via remote access on Zoom
Melody A. Kellogg, Vice Chair and Secretary – Attending in person
Ruthie Chicoine – Attending via remote access on Zoom
Kirby Smith – Attending via remote access on Zoom
Connie Taylor – Attending via remote access on Zoom

Approval of Minutes of the Meeting of July 23, 2020 *

State Archives and Records Management Division Quarterly Report

Proposed Changes to Administrative Rules – Title 60. Archives and Records Commission, Chapter 10 – Archives and Records*

- Subchapter 7 – Microfilm
 - 10-7-1 Authenticity and photographic quality
 - 10-7-2 Quality control standards
 - 10-7-3 Computer output microfilm (COM)
 - 10-7-4 Micrographics laboratory certification
- Subchapter 8 – Optical Imaging
 - 10-8-6 Annual compliance report
- Subchapter 11 – Service Fees
 - 10-11-2 Archival microfilming service fees
 - 10-11-3 Charges for special equipment and supplies

Schedule of Meetings for 2020 – Approval of Proposed Dates*

- January 21, 2021
- April 22, 2021
- July 22, 2021
- October 21, 2021

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Key to abbreviations used below:

[AMD] = Amendment to a Records Disposition Schedule

[NEW] = Records Disposition Schedule

[RDA] = Records Disposition Authorization

*Consideration of Requests**

GRDS-U&C	[AMD]	Oklahoma Department of Libraries
2020-04	[RDA]	Cameron University
2020-05	[RDA]	Oklahoma Tax Commission
84-08	[AMD]	Oklahoma Tax Commission, Headquarters Division
91-08	[AMD]	Office of Management and Enterprise Services
94-09	[AMD]	Oklahoma Department of Environmental Quality
95-06	[AMD]	Oklahoma Health Care Authority
2015-04	[AMD]	Commissioners of the Land Office
2020-01	[AMD]	Oklahoma Department of Emergency Management and Homeland Security
2020-05	[NEW]	Oklahoma Board of Licensed Alcohol and Drug Counselors
90-02	[AMD]	Oklahoma Department of Health, Prevention and Preparedness Services
2003-05	[AMD]	Oklahoma Department of Health, County Health Departments
97-05	[AMD]	Oklahoma Department of Human Services, General Records
97-06	[AMD]	Oklahoma Department of Human Services, Inspector General's Office
2007-02	[AMD]	Oklahoma Department of Human Services, Office of Performance Outcomes and Accountability

Adjournment

* Archives and Records Commission action required.

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To Join the Meeting:

Topic: Archives & Records Commission Meeting

Time: Oct 22, 2020 09:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97058533533>

Meeting ID: 970 5853 3533

One tap mobile

+16699006833,,97058533533# US (San Jose)

+12532158782,,97058533533# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 970 5853 3533