Call to Order:

Susan McVey called the meeting to order at 10:00 a.m.

Members present were:

Susan McVey   Vice Chair and Secretary
Ruthie Chicoine  Proxy for State Auditor and Inspector
Madison Hobson  Proxy for Lt. Governor
Susan Nicewander Proxy for State Treasurer

Also present were:

Jan Davis    Department of Libraries
Brian Keith  Department of Libraries
Kim Heaton   Office of the Attorney General
Steve Wilson  Office of Management and Enterprise Services
Mary Gail Foster Department of Human Services
Sarah Penn  Department of Environmental Equality
Rhonda Craig Department of Environmental Equality
Johnnie Jacobs Commissioners of the Land Office
Lisa Coy  Commissioners of the Land Office

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on April 5, 2017. The agenda was also posted on the agency’s website on April 5, 2017.

Approval of Minutes of the Meeting of January 19, 2017:

Approval of the Minutes was moved by Hobson and seconded by Nicewander.

McVey  aye
Nicewander  aye
Hobson  aye
Chicoine  aye

Consideration of Requests:

Records Disposition Authorization 2017-01, Oklahoma Department of Environmental Quality

Davis introduced Sarah Penn and Rhonda Craig. The Department of Environmental Quality requested Records Disposition Authorization 2017-01 be approved.

Approval of the Records Disposition Authorization 2017-01 was moved Hobson and seconded by Nicewander

McVey  aye
Nicewander  aye
Hobson  aye
Amendment to Records Disposition Schedule 2015-04, Commissioners of the Land Office

Davis introduced Johnnie Jacobs and Lisa Coy. The Commissioners of the Land Office requested Records Disposition Schedule 2015-04 be amended.

Approval of the Amendment to Records Disposition Schedule 2015-04 was moved by Nicewander and seconded by Chicoine.

McVey aye
Nicewander aye
Hobson aye
Chicoine aye

Amendment to Records Disposition Schedule 90-03, Regents for Higher Education

The Regents for Higher Education requested Records Disposition Schedule 90-03 be amended.

Approval of the Amendment to Records Disposition Schedules 90-03 was moved by Hobson and seconded by Chicoine.

McVey aye
Nicewander aye
Hobson aye
Chicoine aye

Amendment to Records Disposition Schedule 81-05, State Board of Cosmetology and Barbering

The State Board of Cosmetology and Barbering requested Records Disposition Schedule 81-05 be amended.

Approval of the Amendment to Records Disposition Schedules 81-05 was moved by Hobson and seconded by Nicewander.

McVey aye
Nicewander aye
Hobson aye
Chicoine aye

Amendment to Records Disposition Schedule 81-14, Oklahoma Department of Corrections

The Oklahoma Department of Corrections requested Records Disposition Schedule 81-14 be amended.

Approval of the Amendment to Records Disposition Schedules 81-14 was moved by Nicewander and seconded by Chicoine.

McVey aye
Nicewander aye
Hobson aye
Chicoine aye
Amendment to Records Disposition Schedule 85-09, Department of Career and Technology Education (CareerTech)

The Department of Career and Technology Education requested Records Disposition Schedule 85-09 be amended.

Approval of the Amendment to Records Disposition Schedules 85-09 was moved by Hobson and seconded by Chicoine.

McVey   aye
Nicewander aye
Hobson   aye
Chicoine  aye

New Records Disposition Schedule 2017-01, Department of Career and Technology Education (CareerTech)

The Department of Career and Technology Education requested new schedule 2017-01 be created.

Approval of the creation of the new schedule 2017-01 was moved by Hobson and seconded by Chicoine.

McVey   aye
Nicewander aye
Hobson   aye
Chicoine  aye

Amendment to Records Disposition Schedule 91-08, Office of Management and Enterprise Services, Central Accounting and Reporting

Davis introduced Steve Wilson. The Office of Management and Enterprise Services, Central Accounting and Reporting requested Records Disposition Schedule 91-08 be amended.

Approval of the Amendment to Records Disposition 91-08 was moved by Nicewander and seconded by Hobson.

McVey   aye
Nicewander aye
Hobson   aye
Chicoine  aye

Amendment to Records Disposition Schedule 93-06, Oklahoma Tourism and Recreation Department

The Oklahoma Tourism and Recreation Department requested Records Disposition Schedule 93-06 be amended.

Approval of the Amendment to Records Disposition Schedules 93-06 was moved by Nicewander and seconded by Chicoine.

McVey   aye
Nicewander aye
Hobson   aye
Chicoine  aye
Records Disposition Authorization 2017-02, Oklahoma Insurance Department

The Oklahoma Insurance Department requested Records Disposition Authorization 2017-02 be approved.

Approval of the Records Disposition Authorization 2017-02 was moved by Hobson and seconded by Nicewander.

McVey aye
Nicewander aye
Hobson aye
Chicoine aye

Amendment to Records Disposition Schedule 2001-05, Department of Human Services, Development Disabilities Services Division

Davis introduced Mary Gail Foster. The Department of Human Services, Development Disabilities Services Division requested Records Disposition Schedule 2001-05 be amended.

Approval of the Amendment to Records Disposition Schedules 2001-05 was moved by Hobson and seconded by Nicewander.

McVey aye
Nicewander aye
Hobson aye
Chicoine aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:20 a.m.

Susan McVey, Vice Chair and Secretary
Oklahoma Department of Libraries