Call to Order:

Nicole Willard called the meeting to order at 10:02 a.m.

Members present were:

Jordan Glover
Susan McVey
Nicole Willard
Proxy for Lt. Governor
Vice Chair and Secretary
Chair

Members absent were:

Ruthie Chicoine
Susan Nicewander
Proxy for State Auditor
Proxy for State Treasurer

Also present were:

Vicki Sullivan
Jan Davis
Alyssa Vaughn
Grant Cody
Lauren Hammonds
Rhonda Craig
Chelsie Jahansaz
Lisa Coy
Mary Gail Foster
Steve Sowers
Department of Libraries
Department of Libraries
Department of Libraries
Office of the Attorney General
Office of the Attorney General
Department of Environmental Quality
Department of Environmental Quality
Commissioners of the Land Office
Department of Human Services
Oklahoma Energy Resources Board

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on April 13, 2018. The agenda was also posted on the agency’s website on April 13, 2018.

Approval of Minutes of the Meeting of January 25, 2018:

Approval of the Minutes was moved by McVey and seconded by Glover.

Glover aye
McVey aye
Willard aye

Consideration of Requests:

Records Disposition Authorization 2018-01, Department of Environmental Quality

Davis introduced Rhonda Craig and Chelsie Jahansaz. The Department of Environmental Quality requested Records Disposition Authorization 2018-01 be amended.

Approval of the Records Disposition Authorization 2018-01 was moved by McVey and seconded by Willard.
Amendment to Records Disposition Schedule 84-08, Tax Commission, Headquarters Division

The Tax Commission, Headquarters Division, requested Records Disposition Schedule 84-08 be amended.

Approval of the Amendment to Records Disposition Schedule 84-08 was moved by Willard and seconded by McVey.

Glover aye
McVey aye
Willard aye

Amendment to Records Disposition Schedule 85-16, Office of the Attorney General

Davis introduced Lauren Hammonds. The Office of the Attorney General requested Records Disposition Schedule 85-16 be amended. The agency requested series 7-2, 7-3, and 7-5 be withdrawn.

Approval of the Amendment to Records Disposition Schedule 85-16, as amended, was moved by Willard and seconded by McVey.

Glover aye
McVey aye
Willard aye

Amendment to Records Disposition Schedule 2011-01, Oklahoma Energy Resources Board

Davis introduced Steve Sowers. The Oklahoma Energy Resources Board requested Records Disposition Schedule 2011-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2011-01 was moved by McVey and seconded by Glover.

Glover aye
McVey aye
Willard aye

Amendment to Records Disposition Schedule 2015-04, Commissioners of the Land Office

Davis introduced Lisa Coy. The Commissioners of the Land Office requested Records Disposition Schedule 2015-04 be amended. The agency requested to transfer series 1-14 to series 4-11 without making any amendments.

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

Glover aye
McVey aye
Willard aye
New Records Disposition Schedule 2018-01, Oklahoma Space Industry Development Authority

The Oklahoma Space Industry Development Authority requested new schedule 2018-01 be created.

Approval of the creation of the new schedule 2018-01 was moved by McVey and seconded by Willard.

Glover aye
McVey aye
Willard aye

Amendment to Records Disposition Schedule 99-03, Northwest Center for Behavioral Health

The Northwest Center for Behavioral Health requested Records Disposition Schedule 99-03 be amended.

Approval of the Amendment to Records Disposition Schedule 99-03 was moved by McVey and seconded by Willard.

Glover aye
McVey aye
Willard aye

Amendment to Records Disposition Schedule 2001-04, Department of Human Services

Davis introduced Mary Gail Foster. The Department of Human Services requested Records Disposition Schedule 2001-04 be amended.

Approval of the Amendment to Records Disposition Schedule 2001-04 was moved by McVey and seconded by Glover.

Glover aye
McVey aye
Willard aye

Amendment to the General Records Disposition Schedule for State Universities and Colleges, Department of Libraries

The Department of Libraries requested the General Records Disposition Schedule for State Universities and Colleges be amended.

Approval of the Amendment to the General Records Disposition Schedule for State Universities and Colleges was moved by Willard and seconded by Glover.

Glover aye
McVey aye
Willard aye
New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:16 a.m.

Susan McVey, Vice Chair and Secretary
Oklahoma Department of Libraries