Archives and Records Commission
Minutes
April 22, 2021

Call to Order:

Nicole Willard called the meeting to order at 10:01 a.m.

Members present were:

Nicole Willard Chair
Melody A. Kellogg Vice Chair and Secretary
Ruthie Chicoine Proxy for State Auditor
Kirby Smith Proxy for Lt. Governor
Connie Taylor Proxy for State Treasurer

Also present were:

Joe Ashbaker Office of the Attorney General
Jan Davis Department of Libraries
Holly Hasenfratz Department of Libraries
Alyssa Vaughn Department of Libraries
Earl Morrison Council on Law Enforcement Education and Training
Janey Rowden Council on Law Enforcement Education and Training
John Parker Council on Law Enforcement Education and Training
Sydney Barrett Department of Transportation
Sarah Penn Department of Transportation
Mary Gail Foster Department of Human Services

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on April 12, 2021. The agenda was also posted on the agency’s website on April 12, 2021.

Approval of Minutes of the Meeting of February 25, 2021:

Approval of the Minutes was moved by Smith and seconded by Willard.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye
Consideration of Requests:

**Records Disposition Authorization 2021-03, Oklahoma Council on Law Enforcement Education and Training**

Davis introduced Janey Rowden and John Parker. The Oklahoma Council on Law Enforcement Education and Training requested Records Disposition Authorization 2021-03 be approved.

Approval of Records Disposition Authorization 2021-03 was moved by Taylor and seconded by Chicoine.

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**Amendment to Records Disposition Schedule 81-06, Department of Transportation, Finance**

Davis introduced Sydney Barrett and Sarah Penn. The Department of Transportation requested Records Disposition Schedule 81-06 be amended.

Approval of the Amendment to Records Disposition Schedule 81-06 was moved by Kellogg and seconded by Smith.

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**Amendment to Records Disposition Schedule 88-03, Department of Transportation**

The Department of Transportation requested Records Disposition Schedule 88-03 be amended.

Approval of the Amendment to Records Disposition Schedule 88-03 was moved by Kellogg and seconded by Taylor.

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**Amendment to Records Disposition Schedule 2018-02, Department of Transportation**

The Department of Transportation requested Records Disposition Schedule 2018-02 be amended.

Approval of the Amendment to Records Disposition Schedule 2018-02 was moved by Smith and seconded by Chicoine.
Amendment to Records Disposition Schedule 81-14, Department of Corrections

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

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

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Amendment to Records Disposition Schedule 94-08, Oklahoma Police Pension and Retirement System

The Oklahoma Police Pension and Retirement System requested Records Disposition Schedule 94-08 be amended.

Approval of the Amendment to Records Disposition Schedule 94-08 was moved by Smith and seconded by Chicoine.

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Amendment to Records Disposition Schedule 2017-01, Department of Career and Technology Education

The Department of Career and Technology Education requested Records Disposition Schedule 2017-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2017-01 was moved by Kellogg and seconded by Willard.

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Amendment to Records Disposition Schedule 97-05, Department of Human Services, General Records

Davis introduced Mary Gail Foster. The Department of Human Services requested Records Disposition Schedule 97-05 be amended.

Approval of the Amendment to Records Disposition Schedule 97-05 was moved by Smith and seconded by Chicoine.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 2001-01, Department of Human Services, Aging Services

The Department of Human Services requested Records Disposition Schedule 2001-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2001-01 was moved by Kellogg and seconded by Smith.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 2020-04, Department of Human Services, Human Resources Management

The Department of Human Services requested Records Disposition Schedule 2020-04 be amended.

Approval of the Amendment to Records Disposition Schedule 2020-04 was moved by Smith and seconded by Chicoine.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 82-19, Department of Libraries

The Department of Libraries requested Records Disposition Schedule 82-19 be amended.

Approval of the Amendment to Records Disposition Schedule 82-19 was moved by Smith and seconded by Chicoine.

Chicoine aye
Kellogg abstain
Smith aye
Records Disposition Authorization 2021-02, Department of Libraries

The Department of Libraries requested Records Disposition Authorization 2021-02 be approved.

Approval of Records Disposition Authorization 2021-02 was moved by Smith and seconded by Willard.

Chicoine  aye
Kellogg  abstain
Smith  aye
Taylor  aye
Willard  aye

Records Disposition Authorization 2021-04, Department of Libraries

The Department of Libraries requested Records Disposition Authorization 2021-04 be approved.

Approval of Records Disposition Authorization 2021-04 was moved by Smith and seconded by Chicoine.

Chicoine  aye
Kellogg  abstain
Smith  aye
Taylor  aye
Willard  aye

New Business:

No new business was conducted at this time.

Adjournment:

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

Melody A. Kellogg, Vice Chair and Secretary
Oklahoma Department of Libraries