Archives and Records Commission
Special Meeting
Minutes
February 25, 2021

Call to Order:

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

Members present were:

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

Members absent were:

Ruthie Chicoine
Proxy for State Auditor

Also present were:

Joe Ashbaker
Jan Davis
Holly Hasenfratz
Alyssa Vaughn
Joshua Smith
Lynne Simpson
Fariba Williams
Goldie Thompson
Sylvia Bryant
Mary Gail Foster
Office of the Attorney General
Department of Libraries
Department of Libraries
Department of Libraries
Board of Tests for Alcohol and Drug Influence
Langston University
State Regents for Higher Education
State Regents for Higher Education
State Regents for Higher Education
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 February 12, 2021. The agenda was also posted on the agency’s website on February 12, 2021.

Approval of Minutes of the Meeting of October 22, 2020:

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

Kellogg    aye
Smith      aye
Taylor     aye
Willard    aye
Approval of Amendments to Administrative Rules – Title 60. Archives and Records Commission, Chapter 10 – Archives and Records

Approval of the proposed changes to Subchapter 7 – Microfilm, Subchapter 8 – Optical Imaging, and Subchapter 11 – Service Fees was moved by Smith and seconded by Willard.

- Kellogg aye
- Smith aye
- Taylor aye
- Willard aye

Consideration of Requests:

New Records Disposition Schedule 2021-01, Board of Tests for Alcohol and Drug Influence

Davis introduced Joshua Smith. The Board of Tests for Alcohol and Drug Influence requested new Records Disposition Schedule 2021-01 be created.

Approval of the creation of the new Records Disposition Schedule 2021-01 was moved by Kellogg and seconded by Smith.

- Kellogg aye
- Smith aye
- Taylor aye
- Willard aye

Records Disposition Authorization 2021-01, Langston University

Davis introduced Lynne Simpson. Langston University requested Records Disposition Authorization 2021-01 be approved.

Approval of Records Disposition Authorization 2021-01 was moved by Willard and seconded by Kellogg.

- Kellogg aye
- Smith aye
- Taylor aye
- Willard aye

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 Smith and seconded by Kellogg.

- Kellogg aye
- Smith aye
- Taylor aye
- Willard aye
Amendment to Records Disposition Schedule 88-13, Department of Corrections, Community Treatment Centers

The Department of Corrections requested Records Disposition Schedule 88-13 be amended.

Approval of the Amendment to Records Disposition Schedule 88-13 was moved by Willard and seconded by Smith.

- Kellogg aye
- Smith aye
- Taylor aye
- Willard aye

Amendment to Records Disposition Schedule 89-13, Grand River Dam Authority

The Grand River Dam Authority requested Records Disposition Schedule 89-13 be amended.

Approval of the Amendment to Records Disposition Schedule 89-13 was moved by Kellogg and seconded by Smith.

- Kellogg aye
- Smith aye
- Taylor aye
- Willard aye

Amendment to Records Disposition Schedule 86-27, Office of the Governor

The Office of the Governor requested Records Disposition Schedule 86-27 be amended.

Approval of the Amendment to Records Disposition Schedule 86-27 was moved by Willard and seconded by Smith.

- Kellogg aye
- Smith aye
- Taylor aye
- Willard aye

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

Davis introduced Fariba Williams, Goldie Thompson, and Sylvia Bryant. The State Regents for Higher Education requested Records Disposition Schedule 90-03 be amended.

Approval of the Amendment to Records Disposition Schedule 90-03 was moved by Kellogg and seconded by Smith.

- Kellogg aye
- Smith aye
- Taylor aye
- Willard aye
Amendment to Records Disposition Schedule 2002-01, Department of Health, Commissioner of Health

The Department of Health requested Records Disposition Schedule 2002-01 be amended. Approval of the Amendment to Records Disposition Schedule 2002-01 was moved by Smith and seconded by Kellogg.

Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 87-04, Department of Human Services, Programs Division

Davis introduced Mary Gail Foster. The Department of Human Services requested Records Disposition Schedule 87-04 be amended. Approval of the Amendment to Records Disposition Schedule 87-04 was moved by Smith and seconded by Willard.

Kellogg aye
Smith aye
Taylor aye
Willard aye

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

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 Willard and seconded by Smith.

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 Smith and seconded by Willard.

Kellogg aye
Smith aye
Taylor aye
Willard aye
Amendment to Records Disposition Schedule 2001-04, Department of Human Services, Adult and Family Services

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 Smith and seconded by Kellogg.

Kellogg  aye
Smith    aye
Taylor   aye
Willard  aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjoumed at 10:30 a.m.

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