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
Diedra O'Neil        Proxy for State Treasurer

Also present were:

Jan Davis           Department of Libraries
Chris Coffman       Office of the Secretary of State of Oklahoma
Marie Schuble       Bureau of Narcotics and Dangerous Drugs Control
Brian Keith         Department of Libraries

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on January 14, 2016. The agenda was also posted on the agency’s website on January 14, 2016.

Approval of Minutes of the Meeting of October 8, 2015:

Approval of the Minutes was moved by O’Neil and seconded by Chicoine.

    McVey       aye
    O’Neil      aye
    Hobson      aye
    Chicoine    aye

Consideration of Requests:

Amendment to Records Disposition Schedule 92-15, Office of the Secretary of State

Davis introduced Chris Coffman. The Office of the Secretary of State requested Records Disposition Schedule 92-15 be amended.

Approval of the Amendment to Records Disposition Schedule 92-15 was moved by Hobson and seconded by O’Neil.

    McVey       aye
    O’Neil      aye
    Hobson      aye
    Chicoine    aye
Amendment to Records Disposition Schedule 99-03, Department of Mental Health and Substance Abuse Services, Northwest Center for Behavioral Health

The Department of Mental Health and Substance Abuse Services, 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 Chicoine and seconded by Hobson.

McVey aye
O’Neil aye
Hobson aye
Chicoine aye

Amendment to Records Disposition Schedules 2015-01, Bureau of Narcotics and Dangerous Drugs Control

Davis introduced Marie Schuble. The Bureau of Narcotics and Dangerous Drugs Control requested Records Disposition Schedule 2015-01 be amended.
Approval of the Amendment to Records Disposition Schedules 2015-01 was moved by O’Neil and seconded by Chicoine.

McVey aye
O’Neil aye
Hobson aye
Chicoine aye

Records Disposition Authorization 2016-01, Department of Health

The Department of Health requested Records Disposition Authorization 2016-01 be withdrawn from consideration.


Amendment to Records Disposition Schedule 90-02, Department of Health, Prevention and Preparedness Services

The Department of Health requested the amendments to Records Disposition Schedule 90-02 be withdrawn from consideration.

Amendment to Records Disposition Schedule 92-17, Department of Health, Protective Services

The Department of Health requested the amendments to Records Disposition Schedule 92-17 be withdrawn from consideration.

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New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:05 a.m.

Susan McVey, Vice Chair and Secretary
Oklahoma Department of Libraries