Archives and Records Commission
Minutes
January 24, 2019

Call to Order:

Nicole Willard called the meeting to order at 10:00 a.m.

Members present were:

Nicole Willard  Chair
Susan McVey  Vice Chair and Secretary
Ruthie Chicoine  Proxy for State Auditor
Riley Jensen  Proxy for Lt. Governor

Members absent were:

Connie Taylor  Proxy for State Treasurer

Also present were:

Joe Ashbaker  Office of the Attorney General
Vicki Sullivan  Department of Libraries
Jan Davis  Department of Libraries
Wendy Noerdlinger  Department of Libraries
Fariba Williams  State Regents for Higher Education
Ami Layman  State Regents for Higher Education
Brittany Blake  State Regents for Higher Education
Sheri Mauck  State Regents for Higher Education
Angel Icenhour  State Regents for Higher Education
Ryan Freeman-Smith  Oklahoma Health Care Authority
Lisa Coy  Commissioners of the Land Office
Diane Mickelson  Physician Manpower Training Commission

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on January 10, 2019. The agenda was also posted on the agency’s website on January 10, 2019.

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

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

Chicoine  aye
Jensen  aye
McVey  aye
Willard  aye
Consideration of Requests:

Amendment to Records Disposition Schedule 94-07, Physician Manpower Training Commission

Davis introduced Diane Mickelson. The Physician Manpower Training Commission requested Records Disposition Schedule 94-07 be amended.

Approval of the Amendment to Records Disposition Schedule 94-07 was moved by McVey and seconded by Chicoine.

Chicoine aye
Jensen aye
McVey aye
Willard aye

Amendment to Records Disposition Schedule 82-27A, Department of Mental Health and Substance Abuse Services, Community Mental Health Centers

The Department of Mental Health and Substance Abuse Services, Community Mental Health Centers, requested Records Disposition Schedule 82-27A be amended.

Approval of the Amendment to Records Disposition Schedule 82-27A was moved by McVey and seconded by Chicoine.

Chicoine aye
Jensen aye
McVey aye
Willard aye

Amendment to Records Disposition Schedule 89-01, Oklahoma Employment Security Commission

The Oklahoma Employment Security Commission requested Records Disposition Schedule 89-01 be amended.

Approval of the Amendment to Records Disposition Schedule 89-01 was moved by McVey and seconded by Willard.

Chicoine aye
Jensen aye
McVey aye
Willard aye

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

Davis introduced Fariba Williams, Ami Layman, Brittany Blake, Angel Icenhour, and Sheri Mauck. Davis stated that the agency had requested that series 7-21 in the proposed amendments be amended by removing two words in the series description. The State Regents for Higher Education requested that Records Disposition Schedule 90-03 be amended.

Approval of the Amendment to Records Disposition Schedule 90-03, as amended for Series 7-21, was moved by McVey and seconded by Chicoine.

Chicoine aye
Jensen aye
McVey aye
Willard aye
Amendment to Records Disposition Schedule 95-06, Oklahoma Health Care Authority

Davis introduced Ryan Freeman-Smith. The Oklahoma Health Care Authority requested Records Disposition Schedule 95-06 be amended.

Approval of the Amendment to Records Disposition Schedule 95-06 was moved by McVey and seconded by Chicoine.

Chicoine aye
Jensen 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 Chicoine.

Chicoine aye
Jensen 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.

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

Chicoine aye
Jensen aye
McVey aye
Willard aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:15 a.m.

Susan McVey, Vice Chair and Secretary
Oklahoma Department of Libraries