Archives and Records Commission
Minutes
July 28, 2016

Call to Order:

Susan McVey called the meeting to order at 10:00AM.

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
Brian Keith  Department of Libraries
Melissa Blanton  Pardon and Parole Board
Kim Heaton  Office of the Attorney General

Posting of Meeting Agenda

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

Approval of Minutes of the Meeting of July 28, 2016:

Approval of the Minutes was moved by Hobson and seconded by Chicoine.

McVey  aye
O’Neil  aye
Hobson  aye
Chicoine  aye

Consideration of Requests:

Amendment to Records Disposition Schedule 82-28, J.D. McCarthy Center for Children with Developmental Disabilities

The J.D. McCarthy Center for Children with Developmental Disabilities requested Records Disposition Schedule 82-28 be amended.

Approval of the Amendment to Records Disposition Schedule 82-28 was moved by O’Neil and seconded by Chicoine.

McVey  aye
O’Neil  aye
Hobson  aye
Chicoine  aye
Amendment to Records Disposition Schedule 85-09, Department of Career and Technology Education

The Department of Career and Technology Education requested Records Disposition Schedule 85-09 be amended.

Approval of the Amendment to Records Disposition Schedule 85-09 was moved by Hobson and seconded by Chicoine.

McVey  aye
O’Neil  aye
Hobson  aye
Chicoine  aye

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

The State Regents for Higher Education requested Records Disposition Schedule 90-03 be withdrawn from consideration.

Amendment to Records Disposition Schedules 92-13, Office of the State Auditor and Inspector

The Office of the State Auditor and Inspector requested Records Disposition Schedule 92-13 be withdrawn from consideration.

New Records Disposition Schedules 2016-02, Pardon and Parole Board

Davis introduced Melissa Blanton. The Pardon and Parole Board requested a new schedule, Records Disposition Schedule 2016-02, be approved.

Approval of the new Records Disposition Schedule 2016-02 was moved by O’Neil and seconded by Chicoine.

McVey  aye
O’Neil  aye
Hobson  aye
Chicoine  aye

Amendment to Records Disposition Schedules 96-02, Pardon and Parole Board

The Pardon and Parole Board requested Records Disposition Schedule 96-02 be amended.

Approval of the Amendment to Records Disposition Schedules 96-02 was moved by O’Neil and seconded by Chicoine.

McVey  aye
O’Neil  aye
Hobson  aye
Chicoine  aye

Records Disposition Authorization 2016-01, Health Department, Prevention and Preparedness Services

The Department of Health requested Records Disposition Authorization 2016-01 be approved.

Approval of the Records Disposition Authorization 2016-01 was moved by Hobson and seconded by Chicoine.
Amendment to Records Disposition Schedules 90-02, Health Department, Prevention and Preparedness Services

The Department of Health requested Records Disposition Schedule 90-02 be amended. Approval of the Amendment to Records Disposition Schedules 90-02 was moved by O’Neil and seconded by Chicoine.

McVey aye
O’Neil aye
Hobson aye
Chicoine aye

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

The Department of Health requested Records Disposition Schedule 92-17 be amended. Approval of the Amendment to Records Disposition Schedules 92-17 was moved by Hobson and seconded by Chicoine.

McVey aye
O’Neil aye
Hobson aye
Chicoine aye

Amendment to Records Disposition Schedules 2002-06, Health Department, Administrative Services

The Department of Health requested Records Disposition Schedule 2002-06 be amended. Approval of the Amendment to Records Disposition Schedules 2002-06 was moved by O’Neil and seconded by Chicoine.

McVey aye
O’Neil aye
Hobson aye
Chicoine aye

Amendment to Records Disposition Schedules 2003-02, Health Department, Community and Family Health Services

The Department of Health requested Records Disposition Schedule 2003-02 be amended. Approval of the Amendment to Records Disposition Schedules 2003-02 was moved by Hobson and seconded by O’Neil.

McVey aye
O’Neil aye
Hobson aye
Chicoine aye
Amendment to Records Disposition Schedules 2003-05, Health Department, County Health Departments

The Department of Health requested Records Disposition Schedule 2003-05 be amended.

Approval of the Amendment to Records Disposition Schedules 2003-05 was moved by O'Neil and seconded by Chicoine.

McVey  aye
O'Neil   aye
Hobson  aye
Chicoine aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:16AM.

Susan McVey, Vice Chair and Secretary
Oklahoma Department of Libraries