Call to Order:

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

Members present were:

Ruthie Chicoine
Jordan Glover
Susan McVey
Nicole Willard

Proxy for State Auditor
Proxy for Lt. Governor
Vice Chair and Secretary
Chair

Members absent were:

Susan Nicewander

Proxy for State Treasurer

Also present were:

Jan Davis
Vicki Sullivan
Grant Cody
Lauren Hammonds
Rhonda Craig
Mary Gail Foster
Tina Gray
Sherry Williams
Fariba Williams
Melissa Neal
Rick Sykora
Melissa Davis
Steve Sowers

Department of Libraries
Department of Libraries
Office of the Attorney General
Office of the Attorney General
Department of Environmental Quality
Department of Human Services
Department of Human Services
State Regents for Higher Education
State Regents for Higher Education
State Regents for Higher Education
Department of Transportation
Energy Resources Board

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on June 29, 2018. The agenda was also posted on the agency’s website on June 29, 2018.

Approval of Minutes of the Meeting of April 26, 2018:

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

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

**Amendment to Records Disposition Schedule 80-28, Military Department**

The Military Department requested Records Disposition Schedule 80-28 be amended.
Approval of the Records Disposition Authorization 80-28 was moved by McVey and seconded by Chicoine.

Chicoine aye
Glover aye
McVey aye
Willard aye

**Amendment to Records Disposition Schedule 85-16, Office of the Attorney General**

Davis introduced Lauren Hammonds. The Office of the Attorney General requested Records Disposition Schedule 85-16 be amended.
Approval of the Amendment to Records Disposition Schedule 85-16 was moved by McVey and seconded by Glover.

Chicoine aye
Glover aye
McVey aye
Willard aye

**Amendment to Records Disposition Schedule 91-08, Office of Management and Enterprise Services**

The Office of Management and Enterprise Services requested Records Disposition Schedule 91-08 be amended.
Approval of the Amendment to Records Disposition Schedule 91-08 was moved by McVey and seconded by Chicoine.

Chicoine aye
Glover aye
McVey aye
Willard aye

**Amendment to Records Disposition Schedule 94-09, Department of Environmental Quality**

Davis introduced Rhonda Craig. The Department of Environmental Quality requested Records Disposition Schedule 94-09 be amended.
Approval of the Amendment to Records Disposition Schedule 94-09 was moved by McVey and seconded by Glover.

Chicoine aye
Glover aye
McVey aye
Willard aye
Records Disposition Schedule 96-01, State Regents for Higher Education, Oklahoma College Assistance Program

Davis introduced Fariba Williams, Melissa Neal, and Rick Sykora. The State Regents for Higher Education, Oklahoma College Assistance Program requested Records Disposition Schedule 96-01 be amended.

Approval of the Amendment to Records Disposition Schedule 96-01 was moved by McVey and seconded by Chicoine.

Chicoine aye
Glover aye
McVey aye
Willard aye

Amendment to Records Disposition Schedule 98-01, Commission on Marginally Producing Oil and Gas Wells

Davis introduced Steve Sowers. The Commission on Marginally Producing Oil and Gas Wells requested Records Disposition Schedule 98-01 be amended.

Approval of the Amendment to Records Disposition Schedule 98-01 was moved by McVey and seconded by Glover.

Chicoine aye
Glover aye
McVey aye
Willard aye

Amendment to Records Disposition Schedule 2011-01, Oklahoma Energy Resources Board

Davis introduced Steve Sowers. The Oklahoma Energy Resources Board requested Records Disposition Schedule 2011-01 be amended.

Approval of the Amendment to Records Disposition Schedule 2011-01 was moved by McVey and seconded by Chicoine.

Chicoine aye
Glover 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 Glover.

Chicoine aye
Glover aye
McVey aye
Willard aye
Amendment to Records Disposition Schedule 2000-06, State Board of Registration for Professional Engineers and Land Surveyors

The State Board of Registration for Professional Engineers and Land Surveyors requested Records Disposition Schedule 2000-06 be amended.

Approval of the Amendment to Records Disposition Schedule 2000-06 was moved by McVey and seconded by Chicoine.

Chicoine  aye
Glover    aye
McVey    aye
Willard  aye

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

Davis introduced Melissa Davis. The Department of Transportation requested Records Disposition Schedule 88-03 be amended. The agency requested an additional amendment to the description for series 30-2.

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

Chicoine  aye
Glover    aye
McVey    aye
Willard  aye

New Records Disposition Schedule 2018-02, Department of Transportation

Davis introduced Melissa Davis. The Department of Transportation requested new schedule 2018-02 be created.

Approval of the creation of the new schedule 2018-02 was moved by McVey and seconded by Glover.

Chicoine  aye
Glover    aye
McVey    aye
Willard  aye

Amendment to Records Disposition Schedule 2002-07, Aeronautics Commission

The Aeronautics Commission requested the amendments to Records Disposition Schedule 2002-07 be withdrawn.

Records Disposition Authorization 2018-02, Department of Education

The Department of Education requested Records Disposition Authorization 2018-02 be approved.

Approval of the Records Disposition Authorization 2018-02 was moved by McVey and seconded by Glover.

Chicoine  aye
Glover    aye
McVey    aye
Willard  aye
Amendment to Records Disposition Schedule 98-02, Department of Human Services, Support Services Division

Davis introduced Mary Gail Foster, Tina Gray, and Sherry Williams. The Department of Human Services, Support Services Division, requested Records Disposition Schedule 98-02 be amended.

Approval of the Amendment to Records Disposition Schedule 98-02 was moved by McVey and seconded by Glover.

Chicoine aye
Glover aye
McVey aye
Willard aye

Amendment to Records Disposition Schedule 2007-02, Department of Human Services, Office of Performance Outcomes

The Department of Human Services, Office of Performance Outcomes, requested Records Disposition Schedule 2007-02 be amended.

Approval of the Amendment to Records Disposition Schedule 2007-02 was moved by McVey and seconded by Glover.

Chicoine aye
Glover aye
McVey aye
Willard aye

Amendment to Records Disposition Schedule 2009-03, Department of Human Services, Enterprise Program Management Office

The Department of Human Services, Enterprise Program Management Office, requested Records Disposition Schedule 2009-03 be amended.

Approval of the Amendment to Records Disposition Schedule 2009-03 was moved by McVey and seconded by Glover.

Chicoine aye
Glover aye
McVey aye
Willard aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:31 a.m.

Susan McVey, Vice Chair and Secretary
Oklahoma Department of Libraries