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
Kim Heaton  Office of the Attorney General
Vicki Sullivan  Department of Libraries
Chris Wisniewski  Department of Environmental Quality
Brad Wilkerson  Oklahoma Employment Security Commission
John Miley  Oklahoma Employment Security Commission
Sherri Williams  Department of Human Services
Rhonda Craig  Department of Environmental Quality
Scott Young  Department of Transportation
Trish Van Meter  Department of Health

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on October 13, 2016. The agenda was also posted on the agency’s website on October 13, 2016.

Approval of Minutes of the Meeting of October 27, 2016:

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>McVey</td>
<td>aye</td>
</tr>
<tr>
<td>O’Neil</td>
<td>aye</td>
</tr>
<tr>
<td>Hobson</td>
<td>aye</td>
</tr>
<tr>
<td>Chicoine</td>
<td>aye</td>
</tr>
</tbody>
</table>

Consideration of Requests:

**Records Disposition Authorization 2016-02, Tulsa Community College**

The Tulsa Community College requested Records Disposition Authorization 2016-02 be approved.
Approval of the Amendment to Records Disposition Authorization 2016-02 was moved by Hobson and seconded by Chicoine.

McVey aye
O'Neil aye
Hobson aye
Chicoine aye

Amendment to Records Disposition Schedule 81-14, Oklahoma Department of Corrections

The Oklahoma Department of Corrections requested Records Disposition Schedule 81-14 be amended.

Approval of the Amendment to Records Disposition Schedule 81-14 was moved by O’Neil and seconded by Chicoine.

McVey aye
O'Neil aye
Hobson aye
Chicoine aye

Amendment to Records Disposition Schedules 81-22, Council on Law Enforcement Education and Training


Approval of the Amendment to Records Disposition Schedule 81-22 was moved by O’Neil and seconded by Hobson.

McVey aye
O'Neil aye
Hobson aye
Chicoine aye

Amendment to Records Disposition Schedules 82-24, Department of Labor

The Department of Labor requested Records Disposition Schedule 82-24 be amended.

Approval of the Amendment to Records Disposition Schedule 82-24 was moved by O’Neil and seconded by Chicoine.

McVey aye
O'Neil aye
Hobson aye
Chicoine aye

Amendment to Records Disposition Schedules 90-05, Office of Management and Enterprise Services, Capital Assets Management

The Office of Management and Enterprise Services requested Records Disposition Schedule 90-05 be amended.

Approval of the Amendment to Records Disposition Schedule 90-05 was moved by O’Neil and seconded by Hobson.
Amendment to Records Disposition Schedules 85-09, Department of Career and Technology Education (CareerTech)

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 O’Neil.

Amendment to Records Disposition Schedules 88-01, Department of Mental Health and Substance Abuse Services, Griffin Memorial Hospital

The Department of Mental Health and Substance Abuse Services requested Records Disposition Schedule 88-01 be amended.

Approval of the Amendment to Records Disposition Schedule 88-01 was moved by Hobson and seconded by O’Neil.

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

Davis introduced Scott Young. The Department of Transportation requested Records Disposition Schedule 88-03 be amended.

Approval of the Amendment to Records Disposition Schedule 88-03 was moved by O’Neil and seconded by Hobson.

Amendment to Records Disposition Schedules 88-05, Department of Transportation

The Department of Transportation requested Records Disposition Schedule 88-05 be amended.

Approval of the Amendment to Records Disposition Schedule 88-05 was moved by Hobson and seconded by Chicoine.
McVey aye
O’Neil aye
Hobson aye
Chicoine aye

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

Davis introduced Brad Wilkerson and John Miley. 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 O’Neil 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 amended.

Approval of the Amendment to Records Disposition Schedule 90-03 was moved by O’Neil and seconded by Chicoine.

McVey aye
O’Neil aye
Hobson aye
Chicoine aye

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

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

Approval of the Amendment to Records Disposition Schedule 92-13 was moved by O’Neil and seconded by Hobson.

McVey aye
O’Neil aye
Hobson aye
Chicoine abstain

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

Davis introduced Chris Wisniewski and 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 O’Neil and seconded by Hobson.
Amendment to Records Disposition Schedules 2015-04, Commissioners of the Land Office

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 O'Neil and seconded by Chicoine.

McVey aye
O'Neil aye
Hobson aye
Chicoine aye

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

Davis introduced Trish Van Meter. The Department of Health requested Records Disposition Schedule 90-02 be amended.

Approval of the Amendment to Records Disposition Schedule 90-02 was moved by O'Neil and seconded by Hobson.

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 Schedule 92-17 was moved by Hobson 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 Schedule 2003-02 was moved by O'Neil and seconded by Chicoine.
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 Schedule 2003-05 was moved by Hobson and seconded by O’Neil.

McVey aye
O’Neil aye
Hobson aye
Chicoine aye

Amendment to Records Disposition Schedules 82-37, Human Services, County Offices

Davis introduced Sherri Williams. The Department of Human Services requested Records Disposition Schedule 82-37 be amended. Approval of the Amendment to Records Disposition Schedule 82-37 was moved by O’Neil and seconded by Chicoine.

McVey aye
O’Neil aye
Hobson aye
Chicoine aye

Amendment to Records Disposition Schedules 98-02, Human Services, Support Services

The Department of Human Services requested Records Disposition Schedule 98-02 be amended. Approval of the Amendment to Records Disposition Schedule 98-02 was moved by O’Neil and seconded by Hobson.

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 10:32AM.

Susan McVey, Vice Chair and Secretary
Oklahoma Department of Libraries