Call to Order:

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

Members present were:

Nicole Willard  Chair
Melody A. Kellogg  Vice Chair and Secretary
Kirby Smith  Proxy for Lt. Governor
Ruthie Chicoine  Proxy for State Auditor
Connie Taylor (joined at 10:05)  Proxy for State Treasurer

Also present were:

Joe Ashbaker  Office of the Attorney General
Jan Davis  Department of Libraries
Natalie Currie  Department of Libraries
Holly Hasenfratz  Department of Libraries
Alyssa Vaughn  Department of Libraries
Jessica Roberts  Tax Commission
Rhonda Craig  Department of Environmental Quality
Matt Pace  Department of Environmental Quality
Bryan Younger  Oklahoma Health Care Authority
Hannah Pryor  Commissioners of the Land Office
Putnam Reiter  Dept. of Emergency Management and Homeland Security
Rick Pierson  Board of Licensed Alcohol and Drug Counselors
Kathy Pierson  Board of Licensed Alcohol and Drug Counselors
Lisa Caton  Department of Health
Mary Gail Foster  Department of Human Services
Janey Rowden  Council on Law Enforcement Education and Training

Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on October 8, 2020. The agenda was also posted on the agency’s website on October 8, 2020.

This meeting was conducted via Zoom under the emergency provisions of the Open Meeting Act, as amended by SB 661 on Wednesday, March 18, 2020.

Approval of Minutes of the Meeting of July 23, 2020:

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

Chicoine  aye
Kellogg  aye
Smith  aye
Willard  aye
Approval of Administrative Rules – Title 60. Archives and Records Commission, Chapter 10 – Archives and Records

Approval to proceed with the rulemaking process to make changes to the Administrative Rules was moved by Smith and seconded by Chicoine.

Chicoine  aye
Kellogg  aye
Smith  aye
Willard  aye

Approval of Schedule for Meetings in 2021:

Approval of the proposed dates for Commission meetings was moved by Chicoine and seconded by Smith.

Chicoine  aye
Kellogg  aye
Smith  aye
Taylor  aye
Willard  aye

Dates for 2021 meetings, as approved by the Commission, will be:

January 21, 2021
April 22, 2021
July 22, 2021
October 21, 2021

Consideration of Requests:

Amendment to the General Records Disposition Schedule for State Universities and Colleges, Department of Libraries

The Department of Libraries requested the General Records Disposition Schedule for State Universities and Colleges be amended.

Approval of the Amendment to the General Records Disposition Schedule for State Universities and Colleges was moved by Kellogg and seconded by Chicoine.

Chicoine  aye
Kellogg  aye
Smith  aye
Taylor  aye
Willard  aye

Records Disposition Authorization 2020-04, Cameron University

Cameron University requested Records Disposition Authorization 2020-04 be approved. Approval of Records Disposition Authorization 2020-04 was moved by Smith and seconded by Chicoine.
Records Disposition Authorization 2020-05, Tax Commission

Davis introduced Jessica Roberts. The Tax Commission requested Records Disposition Authorization 2020-05 be approved. Approval of Records Disposition Authorization 2020-05 was moved by Smith and seconded by Kellogg.

Amendment to Records Disposition Schedule 84-08, Tax Commission, Headquarters Division

The Tax Commission requested Records Disposition Schedule 84-08 be amended. Approval of the Amendment to Records Disposition Schedule 84-08 was moved by Smith and seconded by Chicoine.

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 Kellogg and seconded by Chicoine.
Amendment to Records Disposition Schedule 94-09, Department of Environmental Quality

Davis introduced Rhonda Craig and Matt Pace. 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 Chicoine and seconded by Smith.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 95-06, Oklahoma Health Care Authority

Davis introduced Bryan Younger. 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 Chicoine and seconded by Smith.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 2015-04, Commissioners of the Land Office


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

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
Willard aye

Amendment to Records Disposition Schedule 2020-01, Department of Emergency Management and Homeland Security


Approval of the Amendment to Records Disposition Schedule 2020-01 was moved by Smith and seconded by Chicoine.

Chicoine aye
Kellogg aye
Smith aye
Taylor aye
**New Records Disposition Schedule 2020-05, Board of Licensed Alcohol and Drug Counselors**

Davis introduced Rick Pierson and Kathy Pierson. The Board of Licensed Alcohol and Drug Counselors requested new Records Disposition Schedule 2020-05 be created. Approval of the creation of the new Records Disposition Schedule 2020-05 was moved by Smith and seconded by Chicoine.

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

Davis introduced Lisa Caton. 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 Smith and seconded by Willard.

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**Amendment to Records Disposition Schedule 2003-05, Department of Health, 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 Smith and seconded by Chicoine.

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**Amendment to Records Disposition Schedule 97-05, Department of Human Services, General Records**

Davis introduced Mary Gail Foster. The Department of Human Services requested Records Disposition Schedule 97-05 be amended. Approval of the Amendment to Records Disposition Schedule 97-05 was moved by Smith and seconded by Chicoine.

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Amendment to Records Disposition Schedule 97-06, Department of Human Services, Inspector General’s Office

The Department of Human Services requested Records Disposition Schedule 97-06 be amended.

Approval of the Amendment to Records Disposition Schedule 97-06 was moved by Smith and seconded by Chicoine.

Chicoine   aye
Kellogg    aye
Smith      aye
Taylor     aye
Willard    aye

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

The Department of Human Services requested Records Disposition Schedule 2007-02 be amended.

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

Chicoine    aye
Kellogg     aye
Smith       aye
Taylor      aye
Willard     aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 10:27 a.m.

Melody A. Kellogg, Vice-Chair and Secretary
Oklahoma Department of Libraries