



Agenda

Archives and Records Commission

July 16, 2026 | 1:00 p.m.

Office of Juvenile Affairs

2501 N. Lincoln Blvd., Room 500

Oklahoma City, OK 73105

All participating members of the Commission will be in person at the above meeting location. The meeting is open to the public. This meeting is being conducted under the provisions of the Open Meeting Act as provided in Title 25, Oklahoma Statutes, §§ 301-314.

1. Call to Order and Roll Call

Audrey Rockwell, Chair
Natalie Currie, Vice Chair and Secretary
Jerry Morris, Proxy for Lieutenant Governor
Lisa Hodges, Proxy for State Auditor and Inspector
Kiran Nallayahgari, Proxy for State Treasurer

2. Consideration and possible approval of minutes for the April 23, 2025, meeting*

3. State Archives and Records Management Division Quarterly Report

4. Consideration and possible approval of Records Disposition Schedules*

a. 1982-20	[AMD]	Department of Veterans Affairs
b. 1992-15	[AMD]	Secretary of State
c. 1995-06	[AMD]	Health Care Authority
d. 2002-03	[AMD]	Board of Nursing

5. Adjournment

*Archives and Records Commission action required.

Key to abbreviation used above:

[AMD] Amendment to a Records Disposition Schedule

Upcoming Archives and Records Commission meeting:

October 22, 2026



Minutes
Archives and Records Commission
April 23, 2026 | 11:00 a.m.
Office of Juvenile Affairs
2501 N. Lincoln Blvd., Room 500

Call to Order:

Audrey Rockwell called the meeting to order at 11:05 a.m.

Members present were:

Audrey Rockwell	Chair
Natalie Currie	Vice Chair and Secretary
Lisa Hodges	Proxy for State Auditor

Members absent were:

Jerry Morris	Proxy for Lt. Governor
Kiran Nallayahgari	Proxy for State Treasurer

Also present were:

Madalynn Martin	Office of the Attorney General
Patricia Nunes	Department of Libraries
Cassie Spindle	Department of Libraries
Amanda Chrestensen	Department of Libraries
Misha Mohr	State Election Board
Rusty Clark	State Election Board
Anna Mitchell	State Election Board
Kiersten Wormus	Department of Agriculture, Food, and Forestry
Anna Delony	Department of Health
Taylor Hoover	Department of Environmental Quality
Ashley Anderson	Oklahoma State Regents for Higher Education
Sarah Kimball	Oklahoma State Regents for Higher Education
Deja Shield	Oklahoma State Regents for Higher Education

Posting of Meeting Agenda:

The agenda was posted on the agency’s website on April 16, 2026. The agenda was also posted in the OESC lockbox located in the lobby of the Will Rogers Building on April 21, 2026.

Approval of Minutes of the Meeting of January 22, 2026:

Approval of the Minutes was moved by Hodges and seconded by Currie.

Currie	aye
Hodges	aye
Rockwell	aye

Consideration of Requests:

- a. Department of Agriculture, Food, and Forestry
 - i. Amendment to Records Disposition Schedule 2006-02

The Department of Agriculture, Food, and Forestry requested Records Disposition Schedule 2006-02 be amended. Approval of the amendments to Records Disposition Schedule 2006-02 was moved by Currie and seconded by Hodges.

Currie	aye
Hodges	aye
Rockwell	aye

- b. State Election Board
 - i. Amendment to Records Disposition Schedule 1981-20

The State Election Board requested Records Disposition Schedule 1981-20 be amended. Approval of the amendments to Records Disposition Schedule 1981-20 was moved by Currie and seconded by Hodges.

Currie	aye
Hodges	aye
Rockwell	aye

- c. State Department of Health
 - i. Amendment to Records Disposition Schedule 2003-05

The State Department of Health requested Records Disposition Schedule 2003-05 be amended. Approval of the amendments to Records Disposition Schedule 2003-05 was moved by Currie and seconded by Hodges.

Currie	aye
Hodges	aye
Rockwell	aye

- d. Records Disposition Authorization 2026-01, Department of Environmental Quality

The Department of Environmental Quality requested Records Disposition Authorization 2026-01 be approved. Approval of the Records Disposition Authorization 2026-01 was moved by Currie and seconded by Hodges.

Currie	aye
Hodges	aye
Rockwell	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 11:22 a.m.

Audrey Rockwell, Chair

Natalie Currie, Vice Chair and Secretary
Oklahoma Department of Libraries

Archives and Records Management Division Activity Report

April 15 – July 2, 2026

Advancing Digital Access

- Agencies now benefit from a dedicated SharePoint transfer site that enables secure, streamlined submission of electronic records for permanent preservation. The Secretary of State has already used this new capability to transfer records directly into the State Archives.
- We sent 65 cubic feet of Attorney General Opinions (1911–1982) to BIS for scanning, advancing long-term preservation of one of Oklahoma’s most historically significant legal series.

Strengthening the State Archives & Public Access to Government Records

- Staff fulfilled 101 reference requests, providing researchers, agencies, and the public with timely access to essential state records.
- Access to our collections currently stored with Iron Mountain has grown significantly:
 - We have received 224 boxes from the Kansas City facility since the last ARC meeting.
 - These materials supported 34 researchers, demonstrating increased engagement with and reliance on our archival holdings.

Expanding Public Reach



The **Digital Prairie** site earned national recognition in *Family Tree Magazine’s* 75 Best State Genealogy Websites of 2026. As a leading genealogy publication with a print circulation of roughly 70,000, *Family Tree Magazine* is widely respected for its annual resource rankings.

Our digital archives were previously recognized in 2020, and this year we stand as the only Oklahoma site included, underscoring our growing visibility and impact in the national genealogy community.

Oklahoma Publications Clearinghouse: Modernizing Access

- OCI has scanned 1,152 state government publications, expanding digital access and strengthening long-term preservation of agency publications once metadata processing is completed.

Records Management: Improving Agency Compliance & Support

- The 2027 Certified Public Manager program will include a dedicated records management section taught by our staff, embedding best practices directly into statewide leadership development.

Workforce Development

- We welcomed **Cameron Thornton** and **Jason Gilmore** as Government Records Management Specialists I. Their extensive experience in corner records work and Records Center operations has already enhanced our capacity, and their early performance has been exceptional.

ARCHIVES AND RECORDS COMMISSION
DEPARTMENT OF VETERANS AFFAIRS
Amendment to Records Disposition Schedule **82-20**

*** July 16, 2026 ***

Summary

8-1 Agency requests series be added to schedule.

ARCHIVES AND RECORDS COMMISSION
DEPARTMENT OF VETERANS AFFAIRS
Amendment to Records Disposition Schedule **82-20**

*** July 16, 2026 ***

Nursing Service

8-1 **Client Grievances**

Description: File includes information related to Completed Client Grievances, including client nature, nature of grievance and Treatment Team's response, and Homes Administrator reports on Grievances. Documents are filed in chronological order by quarter in the Administrator's Office.

Volume: Less than one (1) cubic foot per year.

Disposition: Retain in office for three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Add to schedule, July 16, 2026

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA SECRETARY OF STATE
Amendments to Records Disposition Schedule **92-15**

*** July 16, 2026***

Summary

Agency requests Introduction be amended.

4-1 Agency requests series be deleted. Agency is no longer responsible for these records.

4-2 Agency requests series be deleted. Agency is no longer responsible for these records.

4-3 Agency requests series be deleted. Agency is no longer responsible for these records.

4-4 Agency requests series be deleted. Agency is no longer responsible for these records.

4-5 Agency requests series be deleted. Agency is no longer responsible for these records.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA SECRETARY OF STATE
Amendments to Records Disposition Schedule **92-15**

*** July 16, 2026***

This Records Disposition Schedule superseded Records Disposition Schedule 78-06 approved by the Archives and Records Commission on July 12, 1978, and all subsequent amendments to that schedule approved by the Archives and Records Commission. This Consolidated Records Disposition Schedule encompasses the original schedule and amendments dated July 13, 1994, October 11, 1995, January 14, 1998, October 14, 1998, January 13, 1999, July 14, 1999, April 12, 2000, January 16, 2002, October 16, 2002, July 24, 2003, April 22, 2004, October 21, 2004, January 27, 2005, January 25, 2007, January 24, 2008, October 30, 2008, January 19, 2012, April 19, 2012, July 17, 2014, January 21, 2016, October 19, 2017. The Oklahoma Department of Libraries (Schedule 82-19, Series 8, 9, 10, 11, and 16) was formerly responsible for the *Oklahoma Register* and *The Oklahoma Administrative Code* records found in Series 6 of this schedule. In accordance with an Archives and Records Commission Resolution of July 15, 1998, where applicable, references to the General Records Disposition Schedule have been updated to reflect current titles and series numbers. In accordance with Senate Bill 988 (2025), the Oklahoma County Clerk is responsible for developing and maintaining the central filing system relating to Effective Financing Statements (EFS) products (series 4). All boxes relating to series 4 have been transferred from the State Records Center to the Oklahoma County Clerk.

Convenience or Reference Copies

Copies of records created for the user's convenience may be destroyed when they are no longer required for administrative purposes. Access restrictions, if any, apply to copies and originals alike. It is not necessary to request approval for destruction of convenience copies of records.

Record Format

Individual agencies, boards, commissions, and institutions shall maintain individual record series in the most efficient and cost-effective format consistent with sound records management principles, state and federal laws, rules and regulations, court decisions, and their individual records keeping needs.

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (75 O.S. §250 *et seq.*), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.

Information regarding requirements for specific record formats is located in the Introduction to the General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found at the Oklahoma Department of Libraries website.

In order to maintain individual record series in the most efficient and cost-effective format, the Office of the Secretary of State maintains most agency records in electronic format. Records not initially created in electronic format may be converted to that format by creating a digital image of the original record or by entering data from the original record. After this process is complete and verified, the original record may be destroyed. Electronic backup copies of records are stored in an off-site storage area.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA SECRETARY OF STATE
Amendments to Records Disposition Schedule 92-15

* July 16, 2026*

Central Filing System for Agricultural Liens Division

4-1 ~~Effective Financing Statements~~

A. ~~Description: Original copy of an Effective Financing Statement form used to file a lien against agricultural products.~~

~~Volume: 6 cubic feet per year~~

~~Disposition: (Record Copy) White Copy~~

~~Destroy records one (1) year after termination or lapse provided the agency has received no written notification of pending litigation. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.
amended April 12, 2000~~

~~Delete from schedule, July 16, 2026~~

B. ~~Description: Second copy of an Effective Financing Statement form used to file a lien against agricultural products.~~

~~Volume: 6 cubic feet per year~~

~~Disposition: (Second, Chronological Copy) Yellow Copy~~

~~Retain in office four (4) months, then transfer to the State Records Center. Destroy records when they become ten (10) years old.
amended April 12, 2000~~

~~Delete from schedule, July 16, 2026~~

C. ~~Description: Third copy of an Effective Financing Statement form used to file a lien against agricultural products.~~

~~Volume: 6 cubic feet per year~~

~~Disposition: Pink Copy~~

~~Return to the secured party.
amended April 12, 2000~~

~~Delete from schedule, July 16, 2026~~

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA SECRETARY OF STATE
Amendments to Records Disposition Schedule 92-15

* July 16, 2026*

Central Filing System for Agricultural Liens Division

4-2 **Buyer Registration Records**

Description: ~~"Oklahoma Buyer" annual registration form submitted by buyers of farm products, commission merchants, and selling agents, or any entity that registers with the Secretary of State.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~
~~amended January 16, 2002~~
Delete from schedule, July 16, 2026

4-3 **Monthly Master List (Archive Copy)**

Description: ~~Record copy of Master List of agricultural lien information (EFS filings) compiled monthly.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then transfer to the State Archives for permanent preservation.~~
~~Added October 11, 1995~~
Delete from schedule, July 16, 2026

4-4 **Secured Party Update Records**

Description: ~~Secured Party Update form submitted by secured parties that desire to show a change in tax identification number, address and/or name.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~
~~added January 16, 2002~~
Delete from schedule, July 16, 2026

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA SECRETARY OF STATE
Amendments to Records Disposition Schedule 92-15

* July 16, 2026*

Central Filing System for Agricultural Liens Division

4-5 **Filings (Electronic Data)**

Description: ~~Data created from series 4-1 relating to effective financing statements, 4-2 relating to buyer registration and 4-4 relating to secured party updates.~~

Disposition: ~~Retain in office and update as needed. Store a back up copy on a magnetic tape in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, after storing the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%.~~
~~added January 16, 2002~~

Delete from schedule, July 16, 2026

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA HEALTH CARE AUTHORITY
Amendments to Records Disposition Schedule **95-06**

*** July 16, 2026***

Summary

- 9-11B Agency request series be deleted. Records are included in the General Records Disposition Schedule (Series 1-78).
- 19-1 Agency request series be deleted. Records are included in the General Records Disposition Schedule Series (1-66).
- 22-5 Agency request series be deleted. Records are included in the General Records Disposition Schedule Series (3-27).
- 23-1B Agency request series be deleted. Records are included in the General Records Disposition Schedule Series (1-78).
- 24-1B Agency request series be deleted. Records are included in the General Records Disposition Schedule (Series 1-78).

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA HEALTH CARE AUTHORITY
Amendments to Records Disposition Schedule **95-06**

*** July 16, 2026 ***

Program Integrity & Utilization

9-11B **Correspondence Files [Records Maintained in Electronic Mail Systems] (Refer to General Records Disposition Schedule, Series 1-78)**

~~Description: Files consist of incoming and copies of outgoing correspondence and memoranda maintained in electronic mail systems.~~

~~Disposition: Retain in office seven (7) years after last entry, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Amended, October 25, 2018~~

Delete from schedule, July 16, 2026

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA HEALTH CARE AUTHORITY
Amendments to Records Disposition Schedule **95-06**

*** July 16, 2026 ***

Administration

19-1 **Records Management Coordinator Appointment Form (ARC Form 11) (Refer to General Records Disposition Schedule, Series 1-66)**

~~Description: Form sent to Archives and Records Division of the Oklahoma Department of Libraries to inform of the agency's appointed Records Management Coordinator.~~

~~Volume: less than 1 cubic foot per year~~

~~Disposition: Retain in office until superseded, then destroy.~~
Added July 11, 1995
Delete from schedule, July 16, 2026

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA HEALTH CARE AUTHORITY
Amendments to Records Disposition Schedule **95-06**

*** July 16, 2026 ***

Finance

22-5 **Accident Report Form** (Refer to General Records Disposition Schedule 3-27)

Description: ~~Form completed when employee is injured while on the job.~~

Volume: ~~less than 1 cubic foot per year~~

Disposition: ~~Retain in office two (2) years, then destroy provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Amended, January 24, 2019~~

~~Delete from schedule, July 16, 2026~~

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA HEALTH CARE AUTHORITY
Amendments to Records Disposition Schedule **95-06**

*** July 16, 2026 ***

Contracts, Purchasing and Central Services

23-1B **Correspondence [Records Maintained in Electronic Mail Systems]** (Refer to General Disposition Schedule, Series 1-78)

~~Description: Files consist of incoming and outgoing correspondence and memoranda maintained in electronic mail systems.~~

~~Volume: Less than 1 cubic foot per year~~

~~Disposition: Retain in office and review on a monthly basis. After completing the review, delete duplicate and ancillary records and download all other records to either magnetic tape, hard disks, floppy diskettes, or to optical disks. Review records downloaded to magnetic tape, hard disks, floppy diskettes, the or optical disks on an annual basis. After completing the review, delete records three (3) years old or older provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~
~~Amended January 15, 1997~~
Delete from schedule, July 16, 2026

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA HEALTH CARE AUTHORITY
Amendments to Records Disposition Schedule **95-06**

*** July 16, 2026 ***

Human Resources/Personnel

24-1B **Correspondence [Records Maintained in Electronic Mail Systems]** (Refer to General Records Disposition Schedule, Series 1-78)

~~Description: Files contain incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

~~Volume: Less than 1 cubic foot per year~~

~~Disposition: Retain in office and review on a monthly basis. After completing the review, delete duplicate and ancillary records and download all other records to either magnetic tape, hard disks, floppy diskettes, or to optical disks. Review records downloaded to magnetic tape, hard disks, floppy diskettes, the or optical disks on an annual basis. After completing the review, delete records three (3) years old or older no longer required for administrative purposes from magnetic tapes, hard disks, floppy diskettes, or optical disks.~~

~~Amended January 15, 1997~~

~~Delete from schedule, July 16, 2026~~

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Summary

Agency requests Introduction be amended.

1-1 Agency requests series be amended.

1-2 Agency requests series be amended.

1-3 Agency requests series be amended.

1-4 Agency requests series be amended.

1-5 Agency requests series be amended.

1-6 Agency requests series be amended.

1-9 Agency requests series be amended.

1-10 Agency requests series be amended.

1-11 Agency requests series be amended.

1-12 Agency requests series be amended.

1-13 Agency requests series be amended.

1-14 Agency requests series be amended.

1-15 Agency requests series be amended.

1-16 Agency requests series be amended.

1-17 Agency requests series be amended.

1-18 Agency requests series be deleted. Record is no longer requested. There is no backlog of records.

1-19 Agency requests series be amended.

1-20 Agency requests series be amended.

2-1 Agency requests series be amended.

2-2 Agency requests series be amended.

2-3 Agency requests series be amended.

2-4 Agency requests series be amended.

2-5 Agency requests series be amended.

2-6 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

- 2-7 Agency requests series be amended.
- 2-8 Agency requests series be amended.
- 2-9 Agency requests series be amended.
- 2-10 Agency requests series be amended.
- 3-1 Agency requests series be amended.
- 3-2 Agency requests series be amended.
- 3-3 Agency requests series be amended.
- 3-4 Agency requests series be amended.
- 3-5 Agency requests series be amended.
- 3-6 Agency requests series be amended.
- 3-7 Agency requests series be amended.
- 3-8 Agency requests series be amended.
- 3-9 Agency requests series be amended.
- 3-10 Agency requests series be amended.
- 4-1 Agency requests series be amended.
- 4-2 Agency requests series be amended.
- 4-3 Agency requests series be amended.
- 4-4 Agency requests series be amended.
- 4-5 Agency requests series be amended.
- 4-6 Agency requests series be added.
- 5-1 Agency requests series be amended.
- 5-2 Agency requests series be amended.
- 6-1 Agency requests series be amended.
- 6-2 Agency requests series be amended.
- 6-3 Agency requests series be added.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

- 7-1 Agency requests series be amended.
- 7-2 Agency requests series be amended.
- 7-3 Agency requests series be amended.
- 7-4 Agency requests series be added.
- 7-5 Agency requests series be added.
- 8-1 Agency requests series be amended.
- 8-2 Agency requests series be amended.
- 8-3 Agency requests series be amended.
- 8-4 Agency requests series be amended.
- 8-5 Agency requests series be amended.
- 8-6 Agency requests series be deleted. Refer to Consolidated General Records Disposition Series 2-11.
- 8-7 Agency requests series be amended.
- 8-8 Agency requests series be amended.
- 8-9 Agency requests series be amended.
- 8-10 Agency requests series be deleted. Refer to Consolidated General Records Disposition Series 2-27.
- 8-11 Agency requests series be amended.
- 8-12 Agency requests series be amended.
- 8-13 Agency requests series be amended.
- 8-14 Agency requests series be amended.
- 8-15 Agency requests series be amended.
- 8-16 Agency requests series be amended.
- 8-17 Agency requests series be amended.
- 8-18 Agency requests series be amended.
- 8-19 Agency requests series be deleted. Record is no longer created. There is no backlog of records.
- 8-20 Agency requests series be deleted. Record is no longer created. There is no backlog of records.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

- 9-1 Agency requests series be amended.
- 9-2 Agency requests series be amended.
- 9-3 Agency requests series be amended.
- 9-4 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

This Records Disposition Schedule approved by the Archives and Records Commission on April 17, 2002 consists of records of the Oklahoma Board of Nursing Schedule 83-18; this new schedule 2002-03 reflects the current Oklahoma Board of Nursing Schedule and subsequent amendments approved by the Archives and Records Commission on April 22, 2004, April 24, 2008, January 17, 2013, ~~and~~ April 25, 2019, and July 16, 2026.

Convenience or Reference Copies – Duplicative Records

Copies of records created for the user's convenience or reference may be destroyed when they are no longer required for administrative purposes. Access restrictions, if any, apply to copies and originals alike. It is not necessary to ~~request approval for~~ give notice prior to destruction of convenience or reference copies of records.

Duplicative records are additional versions of the same information or document, such as a report that is sent via facsimile and then also mailed in to the agency and received at a later date, or entries made into the electronic system in use for that record type and also submitted another way such as email, facsimile or mail. Electronic versions are the preferred record format type.

Record Format

Individual agencies, boards, commissions, and institutions shall maintain individual record series in the most efficient and cost effective format consistent with sound records management principles, state and federal laws, rules and regulations, court decisions, and their individual records keeping needs.

~~If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (75 O.S. §250 et seq.), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.~~

Information regarding requirements for specific record formats is located in the Introduction to the Consolidated General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found ~~at~~ on the Oklahoma Department of Libraries website.

Legal Requirements for Retention Periods

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (Okla. Stat. tit. 75, §250 et seq. (2026)), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.

Procedures to Request Destruction of Records

Records that have completed their retention period and are NOT eligible for immediate destruction must be processed through the State's record destruction procedure. As part of this process, the agency must submit the appropriate Notice of Intent to Destroy Records form to the State Records Administrator at least 30 days before destruction.

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Records Eligible for Immediate Destruction

Only records with an approved disposition of "Retain in office until no longer required for administrative purposes, then purge from the electronic platform," "Retain in office until no longer required for administrative purposes, then destroy," "Retain in office and destroy upon verification," or "Retain in office until superseded, then destroy" may be destroyed without submitting a Notice of Intent to Destroy Records to the State Records Administrator.

Electronic Records Management and Conversion Procedures

In order to maintain records in the most efficient and cost-effective format, the Oklahoma Board of Nursing maintains most agency records in electronic format. Records not initially created in electronic format may be converted to electronic format by creating a digital image of the original record or by entering data from the original record into an electronic platform. Retention times apply to the type of record, not to its format; therefore, electronic records follow the same retention requirements as their paper counterparts.

When digitizing records, after this process is completed and verified, the original record will be destroyed following the agency's submission of a Notice of Intent to Destroy Records to the State Records Administrator, using the form provided by the Oklahoma Department of Libraries Records Management Division, at least 30 days before destruction. Electronic backup copies of records are stored in off-site storage areas operated and managed by the Office of Management and Enterprise Services, the National Council of State Boards of Nursing for records stored in the Optimal Regulatory Board System, and the vendor under contract with the Oklahoma Board of Nursing for body fluid testing services.

~~All records, including temporary and permanent records, may be stored at the State Records Center, located at 426 E. Hill Street. For information regarding charges for these services, contact the Oklahoma Department of Libraries State Records Center.~~

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Confidentiality

Confidential information is defined as documents or data, in any form or media, that have been designated as confidential and non-public by laws, such as: Peer Participant Records (59 O.S. §567.17.F); Oklahoma Open Records Act (51 O.S. §24.A.1, et seq.); Oklahoma Open Meeting Act (25 O.S. §301, et seq.); U.S. Citizenship and Immigration Service and Department of Homeland Security (DHS-USCIS) for Systematic Alien Verification for Entitlements (SAVE) Program (refer to Agency's Memorandum of Understanding with DHS-USCIS); the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (refer to Investigative Department Procedure #IP-07).

Confidential information includes but is not limited to: peer participant records (unless participant defaults in the program), Social Security numbers, SAVE citizenship verifications, investigatory records, patient identifying information within investigatory medical records, litigation files, education transcripts, personal financial records, preliminary memorandum (e.g. personal notes used in preparation of reports or recommendations), and Executive Session minutes.

Certain employment records, where disclosure would constitute a clearly unwarranted invasion of personal privacy, are also designated confidential such as: employee evaluations, Social Security numbers, employee birthdates, employee health and medical records, payroll deductions, employment applications and accompanying materials submitted by persons not selected for employment, transcripts from institutions of higher education, and personnel records containing home address and telephone number(s) of any person employed or formerly employed by the agency.

In addition, the Board shall maintain confidentiality and shall not share with, or distribute to, any third party any Optimal Regulatory Board System (ORBS) related software and documentation deemed confidential by the National Council of State Boards of Nursing (NCSBN) pursuant to the ORBS Participation Agreement and in accordance with 51 O.S. §24A.10(B)(3).

Other confidential records not addressed with specific verbiage within a series of this schedule include but are not limited to: expunged criminal history records, internal application tracking documents, requests for test accommodations, and DEA numbers. For additional guidance, see also Confidentiality Policy and Procedure, Agency Procedure #A-50

Portions of any document, including those related to licensure, certification or recognition, whether hard copy or electronic, may be considered confidential and subject to redaction pursuant to Senate Bill 970, effective August 26, 2022, enacting amendments to the Oklahoma Open Records Act. Amendments contained therein no longer allow an applicant's and/or licensee's personal address, personal phone number, personal electronic mail address, or other personal contact information as part of the open record.

The following information is permissible for release: License Type, License Number, License Status, License Name, Compact Status, Name of County, License First Issued Date, License Expiration Date, Employment in Nursing, Employment Field, and Employment Position. For APRN queries, the following additional information may also be released: APRN Type, APRN Specialty, and Prescriptive Authority Status. (51 O.S. 24A.1., et seq.)

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Licensure Records

1-1 Registered Nurse Applications for Licensure

Description: Files contain ~~original~~ applications for licensure and applicable supporting documentation for applicants who have met the requirements for licensure.

Volume: ~~Approximately three (3) cubic feet~~ 112 GB (3 cubic feet) per year

Disposition: Retain in ~~office electronic format~~ twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, ~~destroy~~ purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided ~~records meet all stipulated retention requirements~~ destruction process requirements have been met.
Amend, July 16, 2026

1-2 Licensed Practical Nurse Applications for Licensure

Description: Files pertain to Licensed Practical Nurses and contain the same types of records as Series 1-1.

Volume: ~~Approximately three (3) cubic feet~~ 112 GB (3 cubic feet) per year

Disposition: Retain in ~~office electronic format~~ twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, ~~destroy~~ purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided ~~records meet all stipulated retention requirements~~ destruction process requirements have been met.
Amend, July 16, 2026

1-3 Verification of License - Registered Nurses and Licensed Practical Nurses

Description: Requests for verification of current licensure for RNs and LPNs. Provides identifying information so verification can be issued ~~to be used in lieu of pocket license card~~ by the agency.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain in office electronically or in hard copy format until no longer required for administrative purposes, then destroy hard copy and/or purge from the electronic platform. Notice of intent to destroy not required.
Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Licensure Records

1-4 **Name Change Affidavits**

Description: Requests for change of name or Social Security Number on licensure records for RNs and LPNs.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically four (4) years after date of receipt of request, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

1-5 **Reinstatement or Return to Active Status Applications - Registered Nurses**

Description: Application for Reinstatement or Return to Active Status of License for RNs and information relating to activities during period while license has not been in an active status.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically four (4) years after date of receipt of application, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

1-6 **Reinstatement or Return to Active Status Applications - Licensed Practical Nurses**

Description: Application for Reinstatement or Return to Active Status of License for LPNs and information relating to activities during period while license has not been in an active status.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically four (4) years after date of receipt of application, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Licensure Records

1-9 **Applications for Renewal of License - RNs**

Description: These documents are individual applications for renewal of existing nursing licenses. Information includes applicant names, addresses, and current employment information. The application may be submitted online or by mail.

Volume: ~~Approximately three (3) cubic feet~~ 112 GB (3 cubic feet) per year

Disposition: Retain ~~in office~~ electronically two (2) years after expiration of license, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

1-10 **Applications for Renewal of License - LPNs**

Description: These documents are individual applications for renewal of existing nursing licenses. Information includes applicant names, addresses, and current employment information. The application may be submitted online or by mail.

Volume: ~~Approximately three (3) cubic feet~~ 112 GB (3 cubic feet) per year

Disposition: Retain ~~in office~~ electronically two (2) years after expiration of license, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Licensure Records

1-11 **Notifications by Applicants for Licensure, Certification, or Recognition of Criminal Charges, Disciplinary Action or Judicial Declaration of Incompetence**

Description: Notifications and related court documents sent by applicants for licensure, certification, or recognition of history of criminal charges, disciplinary action or judicial declaration of incompetence, excluding minor traffic violations, and related correspondence with applicant.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: ~~If an investigative file is not required, retain all correspondence and documentation submitted by applicant with application for licensure, certification, or recognition in office and transfer all data to optical disk format. Transfer hard copy documents to the State Records Center (a) upon certification that all records have been successfully entered on disk; (b) after storing a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk(s) in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy hard copy(s) and optical disk(s) when they become twenty five (25) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

If a case is subsequently opened, move notification, related court documents, application, and associated application materials to Series 5-1, Investigative Files.

If an investigative file is not required, retain electronically twenty-five (25) years, then purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending.

If legal action is pending, purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided destruction process requirements have been met.

Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
 Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Licensure Records

1-12 Notifications by Licensees or Certificate Holders of Criminal Charges, Disciplinary Action or Judicial Declaration of Incompetence

Description: Letters of notifications and related court documents sent by licensees or certificate holders of history of criminal charges, disciplinary action or judicial declaration of incompetence, excluding minor traffic violations, and related correspondence with applicant.

Volume Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: ~~If an investigative file is not required, retain all correspondence and documentation submitted by applicant with application for licensure, certification, or recognition in office and transfer all data to optical disk format. Transfer hard copy documents to the State Records Center (a) upon certification that all records have been successfully entered on disk; (b) after storing a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk(s) in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy hard copy(s) and optical disk(s) when they become twenty five (25) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

If case is subsequently opened, move notification, related court documents, and related applications and associated application materials, to Series 5-1, Investigative Files.

If an investigative file is not required, retain electronically twenty-five (25) years, then purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending.

If legal action is pending, purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided destruction process requirements have been met.

Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
 Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Licensure Records

1-13 Incomplete Applications

Description: These files pertain to applicants for licensure, recognition, certification, or authorization who submitted incomplete application materials and were not licensed, recognized, certified, or authorized by the board.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically two (2) three (3) years after expiration of license receipt of application, then destroy purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
 Amend, July 16, 2026

1-14 Ineligible Applicants

Description: These files pertain to applicants for licensure, recognition, certification, or authorization who have failed to meet all requirements and were not licensed, recognized, certified, or ~~authorization~~ authorized by the board. These files include records of applicants who failed the licensure/certification examination or otherwise did not meet requirements after an application was considered complete.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically two (2) three (3) years, then destroy all records except the results of the examination and if no rewrite applications have been submitted purge documents from the electronic platform except examination results after receiving acknowledgment of intent to destroy, provided no subsequent examination rewrite application for the same level of licensure/certification has been submitted.

Retain the results of the examination in the office for twenty-five (25) years, then destroy purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, destroy purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided records met all stipulated retention requirements destruction process requirements have been met.

If a subsequent completed examination rewrite application is received and leads to licensure/certification during the retention period, then move application, related materials and examination results to series 1-1, Registered Nurse Applications for Licensure; 1-2, Licensed Practical Nurse Applications for Licensure; or 3-1, Advanced Unlicensed Assistant Certification Applications, as applicable.

Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
 Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Licensure Records

1-15 Advisement Letters

Description: Letters advising the licensee of a violation of the Oklahoma Nursing Practice Act.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, ~~destroy~~ purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided ~~records meet all stipulated retention requirements~~ destruction process requirements have been met.
 Amend, July 16, 2026

1-16 Applications for Inactive Status Registered Nurses

Description: Files contain applications and applicable supporting documentation.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically four (4) years after receipt of application, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
 Amend, July 16, 2026

1-17 Applications for Inactive Status Licensed Practical Nurses

Description: Files contain applications and applicable supporting documentation.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically four (4) years after receipt of application, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
 Amend, July 16, 2026

1-18 Duplicate License Requests

Description: Request for a duplicate pocket license card that identifies the reason that the original licensure card is not available.

Volume: less than one (1) cubic foot per year

Disposition: Retain in office four (4) years after receipt of request, then destroy.
 Delete from schedule, July 16, 2026

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Licensure Records

1-19 **Address Changes**

Description: Files contain original notification of change of address supplied by licensees.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically or in hard copy format until no longer required for administrative purposes, then destroy hard copy and/or purge documents from the electronic platform. Notice of intent to destroy not required.

Amend, July 16, 2026

1-20 **Federal Criminal Background Search Records** (Records are subject to 59 O.S. § 567.18.)

Description: Federal Criminal History Record Information (CHRI) reports received from the Oklahoma State Bureau of Investigation (OSBI) and the Federal Bureau of Investigation (FBI) used solely for the purposes of conducting a national criminal history records search for applicants applying for, renewing, or reinstating a license, certification or recognition pursuant to Section 150.9 of Title 74 of the Oklahoma Statutes and Public Law 92-544.

Volume: ~~Three~~ 226 GB (6 3 cubic feet)-per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy hard copy documents and/or purge electronic documents from the electronic platform. Notice of intent to destroy not required.

Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Nursing Education Program Records

2-1 **Authorization of Transcript from Closed Nursing Education Programs**

Description: Statements from former students of closed nursing education programs containing identifying information for locating transcripts and authorizing Oklahoma Board of Nursing to send certified copy of transcript to another state board of nursing or educational institution. (When nursing education programs close, records are forwarded to the Oklahoma Board of Nursing for retention.)

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically one (1) year, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.

Amend, July 16, 2026

2-2 **Annual Reports of Nursing Education Programs**

Description: Annual reports filed with the Board by nursing education programs for statistical purposes and to determine whether or not programs are meeting all established requirements.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically five (5) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.

Amend, July 16, 2026

2-3 **Summaries of Annual Reports of Nursing Education Programs**

Description: Summaries of Information contained in Series 2-2.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically ten (10) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.

Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Nursing Education Program Records

2-4 Composite Reports of Examination Results--Registered Nurse

Description: Composite reports of NCLEX-RN (National Council Licensure Examination) examination results received on a monthly and quarterly basis from the National Council of State Boards of Nursing.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain monthly and quarterly reports ~~in office~~ electronically for two (2) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

2-5 Composite Reports of Examination Results—Licensed Practical Nurses

Description: Composite reports of National Council Licensure Examination (NCLEX-PN) examination results received on a monthly and quarterly basis from National Council of State Boards of Nursing.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain monthly and quarterly reports ~~in office~~ electronically for two (2) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Nursing Education Program Records

2-6 Files of Surveys to Nursing Education Programs

Description: This series pertains to ~~on-site~~ survey visits to nursing education programs by Board staff members to evaluate curriculum and program activities. Such survey visits are conducted at least once every five (5) years for those non-accredited programs not on continuing full approval status, and at least once every fifteen (15) years for those programs with full approval status and current accreditation. Documents include evaluation data and applicable correspondence.

Volume: Approximately ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: A. For non-accredited programs not on continuing full approval status: Retain records of the past three (3) visits ~~in-office~~ electronically, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
OR
B. For accredited programs with continuing full approval status: Retain records electronically for fifteen (15) years, then ~~purge~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.

Amend, July 16, 2026

2-7 Closed Nursing Education Program ~~Imaged~~ Records

Description: Upon closure of a nursing education program and its controlling institution, the transcripts and supporting documents are transferred to the Board in an ~~optical-disk~~ electronic format. File includes transcripts and supporting documents submitted by an institution when a nursing education program is closed.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: ~~Retain at least one (1) user copy of the disk in office. Maintain a back up copy of the disk in an off site storage area that meets manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, after storing the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%.~~
Retain in-office electronically permanently.

Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Nursing Education Program Records

2-8 Faculty Qualification Records

Description: Records sent to the Board by a nursing education program upon employment of a new faculty member, or upon a change of position or upgrade of educational qualifications by a current faculty member.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically until no longer needed for administrative purposes, then ~~destroy~~ purge documents from the electronic platform. Notice of intent to destroy not required.
Amend, July 16, 2026

2-9 Reports and Requests Submitted by Nursing Education Program

Description: Special reports and requests made to the Oklahoma Board of Nursing by nursing education programs, such as pass rate reports, progress reports, requests for a change in program hours or delivery method, and curriculum change requests.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~copy of report in office~~ electronically for five (5) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

2-10 Applications for New Nursing Education Programs and Extended Campus Programs

Description: Applications from universities, colleges, technology centers and private vocational schools for a new nursing education program or for an extension to their existing program.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~copy of report in office~~ electronically for ten (10) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Advanced Unlicensed Assistant Records

3-1 **Advanced Unlicensed Assistant Certification Applications**

Description: Files contain original applications for certification and applicable supporting documentation.

Volume: ~~Approximately one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: ~~Retain in office electronically twenty-five (25) years, then destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, destroy purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements destruction process requirements have been met.
Amend, July 16, 2026

3-2 **Closed Advanced Unlicensed Assistant Training Program Records**

Description: Upon closure of an advanced unlicensed assistant training program and its controlling institution, the transcripts and supporting documents are transferred to the Nursing Board in an ~~optical disk~~ electronic format. File includes transcripts and supporting documents submitted by an institution when an advanced unlicensed assistant training program is closed.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: ~~Retain at least one (1) user copy of the disk in office. Maintain a back up copy of the disk in an off site storage area that meets manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, after storing the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%.~~ Retain in office electronically permanently.
Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Advanced Unlicensed Assistant Records

3-3 Application for New Advanced Unlicensed Assistant Training Program or Extended Campus Program

Description: Applications from educational institutions or health care facilities for a new advanced unlicensed assistant training program or for an extension to their existing program.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~copy of report in office~~ electronically for ten (10) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

3-4 Verification of Advanced Unlicensed Assistant Certification

Description: Statement requesting verification of current certification for Advanced Unlicensed Assistants. Provides identifying information so verification can be issued ~~to be used in lieu of pocket certification card.~~

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically until no longer required for administrative purposes, then ~~destroy~~ purge documents from the electronic platform. Notice of intent to destroy not required.
Amend, July 16, 2026

3-5 Name Change Affidavit for Advanced Unlicensed Assistants

Description: Requests for change of name or Social Security Number on certification records for Advanced Unlicensed Assistants.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically four (4) years after receipt of request, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
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*** July 16, 2026 ***

Advanced Unlicensed Assistant Records

3-6 Application of for Renewal of Advanced Unlicensed Assistant Certification

Description: These documents are individual applications for renewal of existing Advanced Unlicensed Assistant certifications. Information includes applicant names, addresses, and current places of employment. The application may be submitted online or by mail.

Volume: Approximately three (3) cubic feet 112 GB (3 cubic feet) per year

Disposition: Retain ~~in office~~ electronically two (2) years after expiration of license, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

3-7 Annual Reports of Advanced Unlicensed Assistant Training Programs

Description: Annual reports filed with the Board by advanced unlicensed assistant training programs for statistical purposes and to determine whether or not programs are meeting all established requirements.

Volume: Approximately one (1) cubic foot 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically five (5) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

3-8 Summaries of Annual Reports of Advanced Unlicensed Assistant Training Programs

Description: Summaries of Information contained in Series 3-7.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically ten (10) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Advanced Unlicensed Assistant Records

3-9 Reports of Examination Results for Advanced Unlicensed Assistants

Description: Composite reports of Advanced Unlicensed Assistant examination results received on a monthly and annual basis from the testing service provider.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: A. Retain monthly reports ~~in office~~ electronically for two (2) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.

OR

B. Retain annual reports ~~in office ten (10) years, then transfer to State Records Center for~~ electronically twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

3-10 Reinstatement Applications – ~~Advance~~ Advanced Unlicensed Assistants

Description: Applications for reinstatement of certification for ~~Advance~~ Advanced Unlicensed Assistants and information relating to activities during period while certification has not been in an active status.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically four (4) years after receipt of application, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.

Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Advanced Practice Nurse Records

4-1 **Advanced Practice Nursing** (Records are subject to 51 O.S. § 24A.7)

Description: File contains original applications for licensure and applicable supporting documentation for Certified Nurse ~~Practitioner~~ Practitioners (CNP), Clinical Nurse Specialists (CNS), Certified Nurse Midwives (CNM), and Certified Registered Nurse Anesthetists (CRNA).

Volume: ~~two (2) cubic feet~~ 76 GB (2 cubic feet) per year

Disposition: Retain ~~in office~~ electronically twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, ~~destroy~~ purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided ~~records meet all stipulated retention requirements~~ destruction process requirements have been met.
Amend, July 16, 2026

4-2 **Applications for Prescriptive Authority Privileges**

Description: Files contain original applications for prescriptive authority privileges and applicable supporting documentation.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, ~~destroy~~ purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided ~~records meet all stipulated retention requirements~~ destruction process requirements have been met.
Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Advanced Practice Nurse Records

4-3 **Application for Renewal of Advanced Practice Licensure and Prescriptive Authority Privileges**

Description: These documents are individual applications for renewal of existing advanced practice licensure and prescriptive authority privileges. Information includes applicant names, addresses, and current employment information.

Volume: ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically until two (2) years after expiration of licensure and prescriptive authority privileges, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

4-4 **Notification of Change in Supervising Physician**

Description: These documents are individual notification of changes in supervising physicians for Advanced Practice Registered Nurses with prescriptive privileges.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically twenty-five (25) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy, provided no legal actions are pending. If legal action is pending, destroy purge documents from the electronic platform two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements destruction process requirements have been met.
Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Advanced Practice Nurse Records

4-5 Application for Reinstatement or Return to Active Status of Advanced Practice Licensure or Prescriptive Authority Privileges

Description: Application for Reinstatement or Return to Active Status of advanced practice licensure or Prescriptive Authority Privileges and information relating to activities during period while the advanced practice license or prescriptive authority privileges have not been in an active status.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: Retain ~~in office~~ electronically two (2) years after expiration of the Advanced Practice Registered Nurse license or prescriptive authority privileges, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
Amend, July 16, 2026

4-6 Verification of License - Advanced Practice Registered Nurses

Description: Requests for verification of current licensure for Advanced Practice Registered Nurses (APRNs). Provides identifying information so verification can be issued.

Volume: Less than 38 GB (1 cubic foot) per year

Disposition: Retain electronically until no longer required for administrative purposes, then purge documents from the electronic platform. Notice of intent to destroy not required.
Add to schedule, July 16, 2026

OKLAHOMA BOARD of NURSING
 Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Investigative Records

5-1 **Investigative Files** (Records are subject to 59 O.S. § 567.8 (e))

Description: Files relate to investigation of reported violations of the Nursing Practice Act against individuals licensed or certified by the Board of Nursing. Files may include investigative information including correspondence, subpoenas, depositions, and investigative reports. Files may contain confidential letter of concern, formal complaint, board action and exhibits. Files may include reports and correspondence received if the individual is monitored by the Board.

Volume: Approximately twelve (12) cubic feet 456 GB (12 cubic feet) per year

Disposition: ~~Destroy~~ Purge from the electronic platform duplicative investigative and monitoring information upon case resolution or closure. Retain investigative file information and monitoring information ~~in office electronically for five (5) years after resolution, then transfer to the Record Center for twenty-five (25) years, then destroy purge documents from the electronic platform after receiving acknowledgment of intent to destroy.~~ Retain confidential letter of concern, formal complaint, board action, exhibits, and terms of completion letter, in an electronic format permanently in the office.
 Amend, July 16, 2026

5-2 **Reports of Nursing Practice Incidents** (Records are subject to 51 O.S. § 24A.12 and ~~54~~ 59 O.S. § 567.8 (e))

Description: Reports and documentation related to reports of nursing practice incidents which do not result in an open Investigative File. Reports may include Nursing Practice Incident Forms, investigative reports from other entities, documentation from other entities, and related correspondence.

Volume: Less than ~~one (1) cubic foot~~ 38 GB (1 cubic foot) per year

Disposition: ~~Destroy~~ Purge from the electronic platform duplicative information upon report resolution. Retain report information, documentation, and correspondence ~~in office electronically for five (5) years after receipt of information, then destroy purge documents from the electronic platform after receiving acknowledgment of intent to destroy.~~ If case is subsequently opened, report and documentation move to an investigative file, Series 5-1.
 Amend, July 16, 2026

OKLAHOMA BOARD of NURSING
 Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Peer Assistance Records

6-1 **Participant Records** (Records are subject to 59 O.S. § 567.17 (f))

Description: Files contain original applications for Peer Assistance Program and records related to participation in the program.

Volume: Approximately three (3) cubic feet 112 GB (3 cubic feet) per year

Disposition: Retain full record ~~in office~~ electronically for two (2) years after completion of, termination, or withdrawal from program. After two (2) years, purge file of ~~all records except license card history (or the copy) submitted on at the time of program entry, admission interview, application, contract, amended contracts, and summary of participation, and the applicable completion or termination letter then transfer to the State Records Center.~~ Retain the remaining records electronically for twenty-five (25) years, then ~~destroy~~ purge documents except the completion or termination letter from the electronic platform after receiving acknowledgment of notice of intent to destroy, ~~providing provided~~ no legal actions are pending. If legal action is pending, ~~destroy~~ purge documents from the electronic platform except the completion or termination letter, two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements destruction process requirements have been met. Completion or termination letter must be retained electronically permanently.
 Amend, July 16, 2026

6-2 **Records of Applicants** (Records are subject to 59 O.S. § 567.17 (f))

Description: Files contain ~~original~~ applications for Peer Assistance Program for applicants who do not enter the program.

Volume: Approximately three (3) cubic feet 112 GB (3 cubic feet) per year

Disposition: Retain application ~~in office~~ electronically for two (2) years, then ~~destroy~~ purge documents from the electronic platform after receiving acknowledgment of intent to destroy.
 Amend, July 16, 2026

6-3 **Records of Applications for Appointment and/or Reappointment to a Peer Assistance Program Committee**

Description: Files contain applications for Appointment and/or Reappointment to a Peer Assistance Committee, whether approved or not approved.

Volume Less than 38 GB (1 cubic foot) per year

Disposition Retain in office until no longer required for administrative purposes, then purge from the electronic platform. Notice of intent to destroy not required.
 Add to schedule, July 16, 2026

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

General Administrative Records

- 7-1 **Minutes of the Board of Nursing** (Refer to Consolidated General Records Disposition Schedule, Series 1-1)
Amend, July 16, 2026
- 7-2 **Personnel Records of Permanent State Employees (Active)** (Refer to Consolidated General Records Disposition Schedule, Series 3-1)
Amend, July 16, 2026
- 7-3 **Personnel Records of Permanent State Employees (Inactive)-Retirement System Members and Non-retirement Members** (Refer to Consolidated General Records Disposition Schedule, Series 3-1D)
Amend, July 16, 2026

7-4 **Board Position Statements**

Description: Files contain Position Statements formulated by the Board in response to written requests to a clearly defined nursing topic. Although not judicially reviewable and not having the force and effect of law, Position Statements serve as guidance.

Volume: Less than 38 GB (1 cubic foot) per year

Disposition: Retain electronically permanently and transfer one electronic copy to the State Archives for permanent preservation.
Add to schedule, July 16, 2026

7.5 **Declaratory Rulings**

Description: Files contain Declaratory Rulings formulated by the Board in response to petitions to a specific question or questions as to the applicability of any rule or Order of the Board, or refusal to issue a Declaratory Ruling. Provides an explanation or clarification of the rules, is binding, and subject to judicial review per OK Administrative Procedures Act.

Volume: Less than 38 GB (1 cubic foot) per year

Disposition: Retain electronically permanently and transfer one electronic copy to the State Archives for permanent preservation.
Add to schedule, July 16, 2026

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Finance Records

- 8-1 **Institutional Purchase Orders and Contracts/"Agency Issued Orders" [Except Institutions of Higher Education]** (Refer to Consolidated General Records Disposition Schedule, Series 2-21)
Amend, July 16, 2026
- 8-2 **Miscellaneous Claims and Invoices (Except OSF Form 14 and OSF Form 9)** (Refer to Consolidated General Records Disposition Schedule, Series 2-12)
Amend, July 16, 2026
- 8-3 **Payroll Claims** (Refer to Consolidated General Records Disposition Schedule, Series 2-14)
Amend, July 16, 2026
- 8-4 **Request for Allotment and Appropriation Transfer** (Refer to Consolidated General Records Disposition Schedule, Series 2-10)
Amend, July 16, 2026
- 8-5 **Authorizations for Purchase** (Refer to Consolidated General Records Disposition Schedule, Series 2-22)
Amend, July 16, 2026
- ~~8-6 **Requests for Encumbrance** (Refer to General Records Disposition Schedule, Series 2-11)
Delete from schedule, July 16, 2026~~
- 8-7 **Agency Special and Clearing Account Reports** (Refer to Consolidated General Records Disposition Schedule, Series 2-26)
Amend, July 16, 2026
- 8-8 **Payroll Warrant Cancellation Forms** (Refer to Consolidated General Records Disposition Schedule, Series 2-15)
Amend, July 16, 2026
- 8-9 **W2 Forms** (Refer to Consolidated General Records Disposition Schedule, Series 3-15)
Amend, July 16, 2026
- ~~8-10 **Reconciliation of Official Depository Balance** (Refer to General Records Disposition Schedule, Series 2-27)
Delete from schedule, July 16, 2026~~
- 8-11 **Official Depository Records** (Refer to Consolidated General Records Disposition Schedule, Series 2-16)
Amend, July 16, 2026
- 8-12 **Affidavit of Lost or Destroyed Warrant** (Refer to Consolidated General Records Disposition Schedule, Series 2-17)
Amend, July 16, 2026

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Finance Records

- 8-13 **Affidavits for Cancelled Warrants Issued in Error** (Refer to Consolidated General Records Disposition Schedule, Series 2-18)
Amend, July 16, 2026
- 8-14 **6-Digit Expenditure Detail Reports** (Refer to Consolidated General Records Disposition Schedule, Series 2-1)
Amend, July 16, 2026
- 8-15 **F.I.C.A. Quarterly Reports** (Refer to Consolidated General Records Disposition Schedule, Series 2-28)
Amend, July 16, 2026
- 8-16 **Summary of Receipts, Disbursements, and Balances by Agency** (Refer to Consolidated General Records Disposition Schedule, Series 2-3)
Amend, July 16, 2026
- 8-17 **Purchase Order Files** (Refer to Consolidated General Records Disposition Schedule, Series 2-19)
Amend, July 16, 2026
- 8-18 **Receipts** (Refer to Consolidated General Records Disposition Schedule, Series 2-30)
Amend, July 16, 2026
- ~~8-19 **Accounting Ledgers** (Refer to General Records Disposition Schedule, Series 2-33)
Delete from schedule, July 16, 2026~~
- ~~8-20 **Annual Number Books** (ledger)
Delete from schedule, July 16, 2026~~

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA BOARD of NURSING
Amendments to Records Disposition Schedule **2002-03**

*** July 16, 2026 ***

Administrative Records

- 9-1 **Correspondence** (Refer to Consolidated General Records Disposition Schedule, Series 1-3, 1-4, and 1-5)
Amend, July 16, 2026
- 9-2 **Reference File** (Refer to Consolidated General Records Disposition Schedule, Series 1-8)
Amend, July 16, 2026
- 9-3 **Electronic Mail Transmissions** (Refer to Consolidated General Records Disposition Schedule, Series 1-60)
Amend, July 16, 2026
- 9-4 **Applications for Appointment to Advisory Committees**
- Description: Files contain ~~original~~ applications for appointments to advisory committees and applicable supporting documentation.
- Volume: ~~less~~ Less than one cubic foot 38 GB (1 cubic foot) per year
- Disposition: Retain in office until no longer required for administrative purposes, then ~~destroy~~ purge documents from the electronic platform. Notice of intent to destroy not required.
Amend, July 16, 2026