



Archives and Records Commission Meeting Minutes, January 23, 2025

All participating members of the Commission met in person at the above meeting location. The meeting was open to the public and was conducted under the provisions of the Open Meeting Act as provided in Title 25, Oklahoma Statutes §§ 301-314. The agenda was posted on the front window of the Oklahoma Department of Libraries building on January 17, 2025, and on the agency's website on January 17, 2025.

1. Call to Order and Roll Call:

Natalie Currie called the meeting to order at 11:11 a.m.

Members present:

Natalie Currie

Lisa Hodges

Caleb McDonald

Vice Chair and Secretary

Proxy for State Auditor

Proxy for Lt. Governor

Members absent:

Audrey Rockwell

Kiran Nallayahgari

Chair

Proxy for State Treasurer

Also present:

Madalynn Martin

Cassie Spindle

Patricia Nunes

Alyssa Vaughn

Melanie Brooks

Fariba Williams

Kylie Smith

Matt Stangl

Mary Gail Foster

Sherri Williams

Sylvia Lanfair

Office of the Attorney General

Department of Libraries

Department of Libraries

Department of Libraries

Department of Libraries

State Regents for Higher Education

State Regents for Higher Education

State Regents for Higher Education

Department of Human Services

Department of Human Services

Tax Commission

2. Approval of minutes for the meeting held October 24, 2024:

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

Currie	aye
Hodges	aye
McDonald	aye

3. State Archives and Records Management Division Activity Report

Patricia Nunes shared highlights from the report covering October 17, 2024, to January 17, 2025.

4. Consideration of Requests:

a. Oklahoma Tax Commission

- i. Amendment to Records Disposition Schedule 1984-04, Headquarters Division
- ii. Amendment to Records Disposition Schedule 2024-01

The Oklahoma Tax Commission requested Records Disposition Schedules 1984-04 and 2024-01 be amended. Approval of the amendments to Records Disposition Schedules 1984-04 and 2024-01 was moved by Currie and seconded by McDonald.

Currie	aye
Hodges	aye
McDonald	aye

b. Oklahoma State Regents for Higher Education

- i. Amendment to Records Disposition Schedule 1990-03

The State Regents for Higher Education requested Records Disposition Schedule 1990-03 be amended. Approval of the amendment to Records Disposition Schedule 1990-03 was moved by Currie and seconded by McDonald.

Currie	aye
Hodges	aye
McDonald	aye

c. Department of Health

- i. Amendment to Records Disposition Schedule 1992-17, Protective Health Services
- ii. Amendment to Records Disposition Schedule 2002-02, Family Health
- iii. Amendment to Records Disposition Schedule 2003-05, County Health Departments

The Department of Health requested Records Disposition Schedules 1992-17, 2002-02, and 2003-05 be amended. Approval of the amendments to Records Disposition Schedules 1992-17, 2002-02, and 2003-05 was moved by Currie and seconded by Hodges.

Currie	aye
Hodges	aye
McDonald	aye

d. Department of Human Services and Department of Health

- i. Amendment to Records Disposition Schedule 2003-03, Office of Client Advocacy
- ii. Amendment to Records Disposition Schedule 2002-01, Commissioner of Health

The Office of Client Advocacy was transferred from the Department of Human Services to the Department of Health. The Department of Human Services requested Records Disposition Schedule 2003-03 be amended, and the Department of Health requested Records Disposition Schedule 2002-01 be amended. Approval of the amendments to Records Disposition Schedules 2003-03 and 2002-01 was moved by Currie and seconded by Hodges.

Currie	aye
Hodges	aye
McDonald	aye

New Business:

No new business was conducted at this time.

Adjournment:

The meeting was adjourned at 11:28 a.m.



Audrey Rockwell, Chair



Natalie Currie, Vice Chair and Secretary
Oklahoma Department of Libraries