
POLICY TRANSMITTAL NO. 07-42	DATE: JULY 26, 2007
SUPPORT SERVICES DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF LEGISLATIVE RELATIONS AND POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OKDHS:2-21, Table of Contents; and 2-21-64.

EXPLANATION: OKDHS:2-21-64 is revised to: (1) clarify how the Oklahoma Department of Human Services (OKDHS) e-mail system is used; (2) add there are no personal privacy expectations; (3) add that e-mail may be audited at any time; and (4) define e-mail communications as a state record subject to the Records Management Act.

OKDHS Subchapter 21 Table of Contents (TOC) is revised to reflect OKDHS:2-21-23 is revoked.

Original signed on 7-26-07

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WF # 07-K (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

REMOVE

OKDHS:2-21, Table of Contents

OKDHS:2-21-64

INSERT

OKDHS:2-21, Table of Contents, pages 1-3,
revised 7-15-07

OKDHS:2-21-64, 1 page only, revised
7-15-07

SUBCHAPTER 21. DEPARTMENTAL SERVICES UNIT**PART 1. DEPARTMENTAL SERVICES**

OKDHS:2-21-1. General policy

PART 2. SUPPLY WAREHOUSE

OKDHS:2-21-2. Warehousing and distribution
OKDHS:2-21-3. Ordering and shipping supplies **[REVOKED]**
OKDHS:2-21-4. How to order, types of orders and order forms **[REVOKED]**
OKDHS:2-21-5. Disposal of waste paper **[REVOKED]**
OKDHS:2-21-6. Office and/or furniture moves **[REVOKED]**

PART 3. ASSET MANAGEMENT

OKDHS:2-21-20. Asset management
OKDHS:2-21-21. Equipment identification numbers **[REVOKED]**
OKDHS:2-21-22. Equipment inventory **[REVOKED]**
OKDHS:2-21-23. Repairs for field office equipment **[REVOKED]**
OKDHS:2-21-24. Disposal of assets

PART 4. PRINTED MATERIAL **[REVOKED]**

OKDHS:2-21-40. General provisions for printed materials **[REVOKED]**
OKDHS:2-21-41. Manual production and maintenance **[REVOKED]**
OKDHS:2-21-42. Other printing services **[REVOKED]**
OKDHS:2-21-43. Copy Center and copyrights **[REVOKED]**

PART 5. RECORDS MANAGEMENT

OKDHS:2-21-50. Records Management Program scope
OKDHS:2-21-51. Legal authority
OKDHS:2-21-52. Definitions
OKDHS:2-21-53. Oklahoma Department of Human Services records
OKDHS:2-21-54. Records management coordinator and records custodian
OKDHS:2-21-55. Records disposition schedules
OKDHS:2-21-56. Records inventory
OKDHS:2-21-57. Deletion and destruction of records
OKDHS:2-21-58. Records disasters
OKDHS:2-21-59. Confidentiality of records

- OKDHS:2-21-60. Central Records
- OKDHS:2-21-61. Records storage
- OKDHS:2-21-62. Optical imaging system
- OKDHS:2-21-63. Microfilming services **[REVOKED]**
- OKDHS:2-21-64. E-mail records
- OKDHS:2-21-65. Computer-generated records
- OKDHS:2-21-66. Other records management services

PART 6. MAIL SERVICES

- OKDHS:2-21-80. Mail services
- OKDHS:2-21-81. Distribution of agency mail **[REVOKED]**
- OKDHS:2-21-82. Specialized mail services
- OKDHS:2-21-83. Bulk mailing
- OKDHS:2-21-84. Available equipment/services **[REVOKED]**
- OKDHS:2-21-85. Other mail services inquiries **[REVOKED]**

PART 7. OTHER SERVICES PROVIDED TO THE OKLAHOMA DEPARTMENT OF HUMAN SERVICES

- OKDHS:2-21-100. Vehicle inventory, control, and management
- OKDHS:2-21-101. Vehicles management control **[REVOKED]**
- OKDHS:2-21-102. Requests for motor pool vehicles on daily basis **[REVOKED]**
- OKDHS:2-21-103. Cancellation of motor pool vehicles **[REVOKED]**
- OKDHS:2-21-104. Permanent vehicle requests **[REVOKED]**
- OKDHS:2-21-105. Motor pool vehicle not available **[REVOKED]**
- OKDHS:2-21-106. Permanent vehicle maintenance **[REVOKED]**
- OKDHS:2-21-107. Charges for state motor pool vehicles **[REVOKED]**
- OKDHS:2-21-108. PIKEPASS tags
- OKDHS:2-21-109. Out-of-state travel coordination
- OKDHS:2-21-110. Sequoyah Memorial Office Building
- OKDHS:2-21-111. Signs **[REVOKED]**
- OKDHS:2-21-112. Notary commissions **[REVOKED]**
- OKDHS:2-21-113. Identification badges

PART 8. OKDHS RESOURCE CENTER **[REVOKED]**

- OKDHS:2-21-130. Scope **[REVOKED]**
- OKDHS:2-21-131. Services **[REVOKED]**
- OKDHS:2-21-132. Resource Center collection **[REVOKED]**
- OKDHS:2-21-133. Access **[REVOKED]**
- OKDHS:2-21-134. Acquisition of resource materials **[REVOKED]**

PART 9. PUBLICATIONS

- OKDHS:2-21-150. Publications Section purpose and scope
- OKDHS:2-21-151. Definitions
- OKDHS:2-21-152. Publications Section
- OKDHS:2-21-153. Publication services **[REVOKED]**
- OKDHS:2-21-154. Publications special products **[REVOKED]**
- OKDHS:2-21-155. Publications distribution **[REVOKED]**
- OKDHS:2-21-156. Payment for publications services
- OKDHS:2-21-157. Printing services

OKDHS:2-21-64. E-mail records

Revised 7-15-07

The Oklahoma Department of Human Services (OKDHS) provides electronic mail (e-mail) service for its employees as a resource to conduct OKDHS business. Any use of the OKDHS e-mail service for communications other than the transaction of official business must be minimal and consistent with Form 11AD133E, Employee Acknowledgment of Confidentiality of Computer Accessible Case Records and Computer and Internet Usage Restrictions, and Constitutional Ethics Rules, Section (§) Standard 257:1-1-1 et seq. of the Rules of Ethics Commission, Title 74 of the Oklahoma Statutes (O.S.), Chapter 62, App. There is no expectation of privacy in the use of OKDHS e-mail, which may be audited at any time.

(1) All communications transmitted through the e-mail system that are made in connection with the transaction of official business, the expenditure of public funds, or the administration of public property are considered state records subject to the Records Management Act, 67 O.S. §§ 201 to 215.

(2) OKDHS management may direct, for investigative purposes or to implement a litigation hold, the preservation of e-mails beyond the requirements of the Records Management Act.

(3) E-mail records are subject to the:

(A) disposition authority of the Archives and Records Commission, and are scheduled in the same manner as any other record; and

(B) Open Records Act, 51 O.S. § 24A.1 et seq.