



Oklahoma County, OK

Policy Center Project
Weekly Status Meeting

October 13, 2025

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Oklahoma County Policy Center Project

Weekly Status Report

As of: Monday, October 13, 2025

Key Accomplishments

- OK County team provided feedback on draft Records Policy document
- OK County departments/agencies reviewed and provided their feedback to the Draft Retention Schedule
- Iron Mountain delivered current version of the Retention Schedule to OK County team

Key Upcoming Activities

Project Start-Up

- Publish Retention Schedule Snapshots and create IG Portal for OK County review and approval
- Review Plan for Policy Center Attended Monitoring and Project Close/Debrief

Project Status

Schedule:

Scope:

Budget:

Project Plan Updates

Task	Status	Start Date	End Date	% Complete
OK County Retention Schedule Project Plan	In Progress	02/12/25	10/17/25	86%
Mapping and Rule Setting	Complete	07/30/25	08/26/25	100%
Configure PCS Mapping Wizard and Rule Libraries	Complete	07/30/25	08/01/25	100%
Map Legal Data to Record Classes and set Retention Rules	Complete	08/04/25	08/25/25	100%
Deliver Draft Retention Schedule	Complete	08/26/25	08/26/25	100%
Business and Legal Validation	In Progress	09/29/25	10/14/25	4%
Provide Copy of Retention Schedule to OK County Departments	In Progress	09/29/25	09/29/25	50%
Complete Retention Schedule Review, Provide Feedback	Not Started	09/30/25	10/10/25	0%
Finalize Retention Rules and Deliver Final Retention Schedule	Not Started	10/13/25	10/14/25	0%
Develop Records Policy	In Progress	07/14/25	10/17/25	79%
Draft Records Policy Review and Discussion	Complete	07/14/25	07/28/25	100%
Review and Finalize Records Policy (Embed Draft RRS for Board Review Process)	In Progress	07/29/25	10/17/25	75%
Deploy Retention Schedule	Not Started	10/13/25	10/13/25	0%
Publish Retention Schedule	Not Started	10/13/25	10/13/25	0%
Publish RRS Snapshots to Portal	Not Started	10/13/25	10/13/25	0%
Review and Approve IG Portal	Not Started	10/13/25	10/13/25	0%
Deliver PCS Admin/Policy Manager Training	Not Started	10/13/25	10/13/25	0%
Monitor Legal Regulatory Changes	Not Started	10/13/25	10/13/25	0%
Review Plan for Attended Monitoring	Not Started	10/13/25	10/13/25	0%
Commence Attended Monitoring	Not Started	10/13/25	10/13/25	0%
Project Close/Debrief	Not Started	10/13/25	10/13/25	0%

On-track Caution At Risk