



Oklahoma County, OK

Policy Center Project  
Weekly Status Meeting

August 11, 2025

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# Oklahoma County Policy Center Project

## Weekly Status Report

As of: Monday, August 11, 2025

### Key Accomplishments

- Jessica followed up on Records Survey with Oklahoma County unique departments to identify records categories to support development of Records Classification Scheme (Have received some feedback, waiting for other feedback)
- Completed the draft Records Policy document, reviewed with OK County project team

### Key Upcoming Activities

#### Project Start-Up

- Continue to follow up with Oklahoma County department users to finalize Records Classification Scheme
- OK County team to review draft Records Policy document and provide feedback for suggested changes, revisions
- Create and deliver Draft Retention Schedule

### Project Status

Schedule:

Scope:

Budget:

### Project Plan Updates

Task	Status	Start Date	End Date	% Complete
<b>OK County Retention Schedule Project Plan</b>	In Progress	02/12/25	10/16/25	50%
<b>Mobilize</b>	In Progress	02/12/25	04/04/25	44%
Core Team Kickoff	Complete	02/12/25	02/12/25	100%
Prepare and Deliver Draft Project Plan	Complete	02/26/25	03/03/25	100%
Develop Decisions Framework	Complete	02/27/25	03/03/25	100%
Complete and Return Decisions Framework	In Progress	03/04/25	04/04/25	0%
Identify Survey Participants / Validation Teams	In Progress	02/26/25	03/12/25	100%
<b>Policy Center Deployment</b>	Complete	02/13/25	03/19/25	96%
Establish OK County Policy Center Instance	Complete	02/13/25	02/13/25	100%
Provision OK County user Accounts	In Progress	02/28/25	03/03/25	75%
Configure Single Sign-On for OK County User Access	Complete	03/05/25	03/19/25	100%
<b>Develop Classification Scheme</b>	Complete	02/17/25	07/29/25	58%
Load Industry Accelerator Taxonomy to PCS	Complete	02/17/25	02/19/25	100%
Develop Records Survey	Complete	02/25/25	02/28/25	100%
Conduct Two Records Survey Working Sessions	Complete	03/13/25	03/28/25	100%
Distribute Records Surveys	Complete	03/18/25	03/18/25	100%
Complete and Return Records Surveys	In Progress	03/19/25	07/18/25	50%
Map OK County Record Types	Not Started	07/21/25	07/28/25	50%
Deliver Draft Records Classification Scheme	Not Started	07/29/25	07/29/25	25%
<b>Research</b>	Not Started	03/03/25	04/30/25	100%
Deliver Research for In Scope Jurisdictions	In Progress	03/03/25	04/30/25	100%
<b>Mapping and Rule Setting</b>	Not Started	07/30/25	08/19/25	0%
Configure PCS Mapping Wizard and Rule Libraries	Not Started	07/30/25	08/01/25	0%
Map Legal Data to Record Classes/set Retention Rules	Not Started	08/04/25	08/18/25	0%
Deliver Draft Retention Schedule	Not Started	08/19/25	08/19/25	0%

On-track  Caution  At Risk