



The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Massachusetts Archives at Columbia Point
Records Conservation Board

Members

State Librarian
Attorney General
Comptroller
Commissioner of Administration
Supervisor of Public Records
State Archivist or Designees

MINUTES

The meeting of the Records Conservation Board was held on Wednesday, April 4, 2018 at 10:00 A.M. in the Fourth Floor Conference Room at the State Library, Boston.

PRESENT VOTING MEMBERS:

Jenny Hedderman, Office of the State Comptroller, Comptroller's Designee
Elvernoy Johnson, State Librarian
Rebecca Murray, Supervisor of Records
Robert Ross, Executive Secretary of Administration and Finance's Designee
Lory Tarrow, Attorney General's Designee, Chair
John Warner, Jr., Archivist of the Commonwealth, Secretary

INVITED GUESTS:

Ted O'Donnell, Department of Corrections
Veronica Martzahl, Secretary of State's Office

The Chair observed the presence of a quorum.

The Board then took up the March Minutes. After some discussion, Ms. Johnson moved to accept the March Minutes. Ms. Murray seconded Ms. Johnson's motion and it was voted unanimously to accept the March 7, 2018 meeting Minutes.

The Board then welcomed Mr. O'Donnell from the Department of Corrections to discuss proposed changes to the Statewide Records Retention Schedule. After a lively and informative discussion Dr. Warner moved to table the proposed changes from the Department of Corrections. Ms. Murray seconded Dr. Warner's motion and it was voted unanimously to table the propose changes to the Statewide Schedule from DOC.

Mr. Ross arrived at 11:02 A.M. The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, pen-and-ink changes were made to page 19, correcting a record series; Page 23, correcting a record series; Page 28, correcting the Schedule number; and to Page 46, correcting a retention period. After some further

discussion, Ms. Johnson made a motion to accept the Applications for Destruction, noting the pen-and-ink changes. Ms. Murray seconded Ms. Johnson's motion and it was voted unanimously to accept the RCB 2U's.

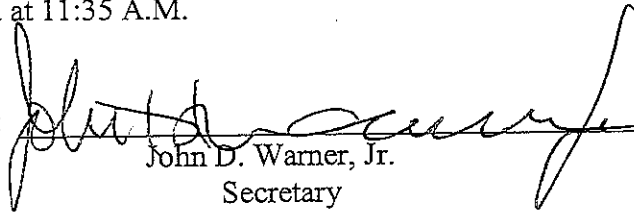
The Board then welcomed Ms. Veronica Martzahl to discuss changes to the Statewide Records Retention Schedule. A wide-ranging discussion took place. The Board agreed to continue the discussion at future meetings.

The Secretary reminded the Board that the May 2018 meeting of the Records Conservation Board will be held on Wednesday, May 2 at 10:00 A.M. in the Fourth Floor Conference Room of the State Library.

The Chair moved to adjourn.

The meeting adjourned at 11:35 A.M.

A true copy; ATTEST:

A handwritten signature in black ink, appearing to read "John D. Warner, Jr.", written over a horizontal line.

John D. Warner, Jr.
Secretary