

January 3, 2018

NOTICE OF MEETING

The regular meeting of the Records Conservation Board will be held on Wednesday, January 3, 2018 at 10:00 A.M. in the Fourth Floor Conference Room of the State Library.



The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Records Conservation Board

Members

State Librarian

Attorney General's Office

Comptroller of the Commonwealth

Executive Office of Administration & Finance

Supervisor of Records

Archivist of the Commonwealth

AGENDA

January 3, 2018

Review of Minutes from Prior Meeting

Old Business

New Business

Review of Destruction and Transfer of Records Forms (see below)

Discussion/Implementation - UPDATE to Procedures, Rules, etc. pertaining to the Board

- Review of Sections Approved by the Board
- Discussion of Remaining Sections

Call for Discussion Items: February 2018 Meeting

Application for Destruction Permission on Form RCB-2U

1. Administration and Finance, Department of Revenue
2. Administration and Finance, Department of Revenue
3. Attorney General's Office, Division of Open Government
4. Attorney General's Office, Insurance & Financial Services Division
5. Center for Health Information and Analysis
6. District Attorney, Cape & Islands District, CPI/4210
7. Energy and Environmental Affairs, Department of Environmental Protection, HQ, NERO, SERO, CERO, WERO, WES
8. Health and Human Services, DPH/EOHHS, DPH/DPIEC/F.O.R Families Program
9. Health and Human Services, DPH, Western Massachusetts Hospital
10. Health and Human Services, DPH, Western Massachusetts Hospital
11. Health and Human Services, Department of Public Health, Purchase of Service
12. Higher Education, University of Massachusetts Dartmouth, Counseling and Student Development Center
13. Housing and Community Development, Bedford Housing Authority

Records Conservation Board Agenda

14. Housing and Community Development, Bellingham Housing Authority
15. Housing and Community Development, Clinton Housing Authority
16. Housing and Community Development, Everett Housing Authority
17. Housing & Economic Development, Department of Housing and Community Development, Community Services Div.
18. Labor & Workforce Development, Department of Unemployment Assistance
19. Massachusetts Department of Transportation, Highway Division, District 2
20. Massachusetts Gaming Commission, Racing Division
21. Public Safety and Security, Barnstable County Correctional Facility, Barnstable County Sheriff's Office