

June 6, 2018

NOTICE OF MEETING

The regular meeting of the Records Conservation Board will be held on Wednesday, June 6, 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

June 6, 2018

Review of Minutes from Prior Meeting

Old/New Business

Proposed changes to the Statewide Records Retention Schedule

- Representative(s) from the Department of Corrections (enclosed)

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

Report from Board Members and Discussion

- Formatting/Content of Statewide Records Retention Schedule (Jenny/Bob)
- Formatting /Content of Records Conservation Board/Records Retention Website (Rebecca/Lory)

Confirmation of Date and Location July 2018 meeting (**Board Members: Please Bring Your Schedules!**)

Call for Discussion/Agenda Items: July 2018 Meeting

Application for Destruction Permission on Form RCB-2U

1. Administration and Finance, Department of Revenue
2. Attorney General's Office, Criminal Bureau
3. Attorney General's Office, Government Bureau Chief
4. Office of the Attorney General, Public Protection and Advocacy Bureau, Fair Labor Division
5. Eastern District Attorney
6. Energy and Environmental Affairs, Department of Agricultural Resources
7. Energy and Environmental Affairs, Massachusetts Dept of Agricultural Resources, Division of Legal Services
8. Energy and Environmental Affairs, Department of Public Utilities, Transportation Oversight Division
9. Energy and Environmental Affairs, State Reclamation Board

Records Conservation Board Agenda

10. Health and Human Services, Bureau of Health Care Safety and Quality
11. Health and Human Services, Department of Public Health, Western Massachusetts Hospital
12. Higher Education, Westfield State University, Department of Public Safety
13. Higher Education, Westfield State University, Student Affairs
14. Housing and Community Development, North Attleborough Housing Authority
15. Housing and Community Development, Stoughton Housing Authority
16. Housing and Community Development, Taunton Housing Authority
17. Housing and Community Development, Uxbridge Housing Authority
18. Housing and Community Development, Woburn Housing Authority
19. Housing and Community Development, Worcester Housing Authority
20. Labor and Workforce Development, Department of Unemployment Assistance
21. Labor and Workforce Development, Department of Unemployment Assistance
22. Massport, Legal Dept Unit 5040
23. Mass Teachers' Retirement System
24. Public Safety and Security, Department of Corrections, Victim Service Unit
25. Public Safety and Security, Department of State Police, Crime Laboratory

Application for Transfer Permission on Form RCB-2T

26. Office of the Secretary of the Commonwealth, State Publications & Regulations