



**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, March 7, 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:**

Veronica Martzahl, Secretary of State's Office

The Chair observed the presence of a quorum. The Chair requested that the Board's discussion of its procedures be postponed until a later meeting.

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

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, Ms. Hedderman made a motion to table three Applications from the Brewster, Carver and Mashpee Housing Authorities, pending clarification on the records to be destroyed and several record series. Ms. Murray seconded Ms. Hedderman's motion and it was voted unanimously to table the three Applications. Mr. Ross made a motion to conditionally approve the Application from the Lexington Housing Authority pending confirmation of an audit. Ms. Murray seconded Mr. Ross's motion and it was voted unanimously to conditionally approve the RCB 2U from the Lexington Housing Authority. Ms. Murray made a motion to conditionally approve an Application from the Rockland Housing Authority pending confirmation of an audit. Ms. Johnson seconded

Ms. Murray's motion and it was voted unanimously to conditionally approve an RCB 2U from the Rockland Housing Authority. Pen-and-ink changes were made to Pages 31 and 33, correcting a retention period and record series on Applications from Massport. Pen-and-ink changes were made to Pages 39 and 40, correcting retention periods in an Application from the Department of Corrections, South Middlesex Correctional Center. After some further discussion, Ms. Johnson made a motion to accept the Applications for Destruction, noting the tabled and conditionally approved Applications. Dr. Warner seconded Ms. Johnson's motion and it was voted unanimously to accept the RCB 2U's.

The Board took up an Application for Transfer on Form RCB 2T. After some discussion the Chair made a motion to accept the RCB 2T from the Office of Campaign Finance. Mr. Ross seconded Ms. Tarrow's motion and it was voted unanimously to accept the RCB 2T.

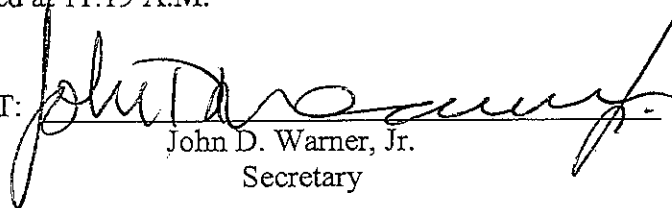
The Chair then welcomed Ms. Veronica Martzahl to discuss changes to the Statewide Records Retention Schedule. A wide-ranging discussion took place in which Ms. Martzahl was thanked for her expertise and for the valuable exercise of revising the Statewide Records Retention Schedule. After some discussion Mr. Ross made a motion to continue the revision of the Statewide Schedule by sequentially number the records series. Ms. Murray seconded Mr. Ross's motion and it was voted unanimously to continue the revision of the Statewide Records Retention Schedule.

The Chair reminded the Board that the April 2018 meeting of the Records Conservation Board will be held on Wednesday, April 4 at 10:00 AM in the Fourth Floor Conference Room of the State Library.

The Chair moved to adjourn.

The meeting adjourned at 11:19 A.M.

A true copy; ATTEST:

  
John D. Warner, Jr.  
Secretary