

May 2, 2018

NOTICE OF MEETING

The regular meeting of the Records Conservation Board will be held on Wednesday, May 2, 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

May 2, 2018

Review of Minutes from Prior Meeting

Old/New Business

Proposed changes to the Statewide Records Retention Schedule

- Representative(s) from the Bureau of Health Professions Licensure (enclosed)

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

Discussion of Boelter SJC holding re: Open Meeting Law

Formatting of .pdf Version Statewide Records Retention Schedule

- Discussion of Revised Schedule w/suggested changes from prior Board meetings (via e-mail)
- Further Discussion Schedule Questions (enclosed)

Call for Discussion/Agenda Items: June 2018 Meeting

Application for Destruction Permission on Form RCB-2U

1. Administration and Finance, Department of Revenue
2. Administration and Finance, Health Policy Commission, Office of Patient Protection (OPP)
3. Office of the Attorney General, Public Protection Advocacy Bureau, Civil Rights Division
4. Bristol County District Attorney Office
5. Plymouth County District Attorney's Office
6. Energy and Environmental Affairs, Department of Public Utilities, Files of former Commissioners and General Counsel
7. Health and Human Services, Department of Public Health, Lemuel Shattuck Hospital
8. Health and Human Services, Department of Public Health, Pappas Rehabilitation Hospital for Children, Formerly – Massachusetts Hospital School

Records Conservation Board Agenda

9. Health and Human Services, Department of Youth Services
10. Higher Education, Westfield State University, Financial Aid Department
11. Higher Education, Westfield State University, Graduate and Continuing Education
12. Higher Education, Westfield State University, Student Accounts Department
13. Housing and Community Development, Brewster Housing Authority
14. Public Safety and Security, Bristol County Sheriff's Office, Records
15. Public Safety and Security, Middlesex Sheriff's Office
16. Public Safety and Security, Department of State Police
17. Public Safety and Security, Department of State Police, State Police Human Resources Section