



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

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MINUTES

The meeting of the Records Conservation Board was held on Wednesday, November 1, 2017 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
Paula McManus, Attorney General's Designee
Rebecca Murray, Supervisor of Records, Vice Chair
John Warner, Jr., Archivist of the Commonwealth, Secretary

INVITED GUESTS:

Dianne McCarthy, Center for Health Information and Analysis
Corine Peach, Center for Health Information and Analysis

Veronica Martzahl, Secretary of State's Office

Ms. Murray chaired the meeting. The Chair observed the presence of a quorum. The Chair reminded the Board that the December 2017 meeting of the Records Conservation Board will be held on Wednesday, December 6 at 10:00 AM in the Fourth Floor Conference Room of the State Library.

The Board then welcomed Ms. McCarthy and Ms. Peach from the Center for Health Information and Analysis (CHIA), to discuss proposed changes to the Statewide Records Retention Schedule. An informative discussion ensued. After some further discussion, Ms. Johnson moved to table the proposed changes to the Statewide Records Retention Schedule from CHIA, pending changes to the language of several new records series. Ms. Hedderman seconded Ms. Johnson's motion and it was voted unanimously to table the proposed changes to the Statewide Records Retention Schedule from CHIA.

The Board then took up the October Minutes. After some discussion, Ms. Johnson moved to accept the October Minutes. Ms. McManus seconded Ms. Johnson's motion and it was voted unanimously to accept October 4, 2017 meeting Minutes.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion a pen-and-ink change was made to Page 22 an Application from the Department of Corrections, correcting a retention series. After some further discussion, Ms. Johnson made a motion to accept the Applications for Destruction, as amended. Ms. McManus seconded Ms. Johnson's motion and it was voted unanimously to accept the RCB 2U's, as amended.

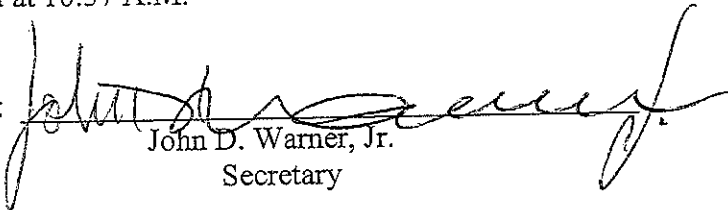
The Board then took an Application for Transfer from the Secretary of State's Office. After some discussion, Ms. Johnson moved to accept the RCB 2T. Dr. Warner seconded Ms. Johnson's motion and it was voted unanimously to accept the Application for Transfer from the Secretary of State's Office.

The Board then welcomed Ms. Veronica Martzahl to continue the ongoing discussion about improving the Statewide Records Retention Schedule. Ms. Martzahl will take the recommendations of the Board for action and will continue this work. Ms. Martzahl also delivered a memorandum to the Board updating the status of the State Records Center.

The Chair moved to adjourn.

The meeting adjourned at 10:37 A.M.

A true copy; ATTEST:


John D. Warner, Jr.
Secretary