

The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Conservation Board – Massachusetts Archives at Columbia Point

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Website: www.sec.state.ma.us/arc/arcrmu/rmuidx.htm

Phone: 617-727-2816 Fax: 617-288-8429

FORM RCB-2U – UNIVERSAL APPLICATION FOR DESTRUCTION PERMISSION (PAPER AND ELECTRONIC)

IMPORTANT! Your Agency **must** submit this form to request permission to destroy the **last copy** of a record as authorized by the current retention schedule. You do not need to submit a form to destroy administrative use records.

1. Destruction Permission for: _____
State Agency or State Authority

2. Name and contact information of the person whom the RCB may contact to discuss the contents of this application:

Print or Type Name

Office/Division

Title

Phone

Email Address

Mailing Address

3. This confirms that the undersigned authorized signatory has personally reviewed the records listed below and confirms that these records are not the subject of any pending or actual litigation, litigation hold, audit or investigation.

Sign or type name of Department Head or Authorized Signatory

Title

Date

**DO NOT USE THIS SPACE
(RCB USE ONLY)**

APPROVALS:

Pursuant to G.L. c.30 § 42, as most recently amended, the Records Conservation Board hereby grants permission to destroy the records listed in this application.

**RECORDS
CONSERVATION BOARD**

Chairman

Secretary

_____/_____/_____
Date of approval

Schedule Section Number	Schedule Section Title	Description of Records	Volume	Retention Period Year(s)	Inclusive Dates (MM/YY - MM/YY)

USE CURRENT STATEWIDE SCHEDULE: www.sec.state.ma.us/arc/arcpdf/MA_Statewide_Records_Schedule.pdf

PLEASE SEE RCB-2U INSTRUCTIONS: www.sec.state.ma.us/arc/arcpdf/RCB-2U_Instructions.pdf

1. Destruction Permission for: _____

State Agency or State Authority

Date

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