

The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Conservation Board – Massachusetts Archives at Columbia Point

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FORM RCB-2M – APPLICATION FOR DESTRUCTION PERMISSION

Records required to be microfilmed before they are destroyed

IMPORTANT! You must re-submit this form **each time** your agency destroys any of the records listed herein.

No record can be destroyed unless it is included in an authorized disposal schedule.

1. Destruction Permission for: _____
Executive Office, Authority

Department/Agency

Division, Unit, etc.

2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.)

3. Location of records: _____

4. I certify that the records listed below have been microfilmed as required by the indicated disposal schedule. All microfilming has been conducted in accordance with the requirements of 950 Code of Massachusetts Regulations 39.00. The microfilm product has been inspected and found to be a complete and accurate representation of the original records, and in compliance with quality specifications of 950 CMR 39.00.

Department Head or Authorized Agent

5. I certify that the last entries on the records listed in this application were made **prior** to the retention date of this agency's Disposal Schedule(s) thus satisfying the legal requirements that certain records be kept for a specified length of time.

DO NOT USE THIS SPACE

Disposal Schedule(s) #

APPROVALS:

Pursuant to provisions of M.G.L., Ch. 30, S. 42, as most recently amended, the Records Conservation Board hereby grants permission to destroy the records listed in this application under the Disposal Schedule(s) above.

RECORDS
CONSERVATION BOARD

Chairman

Secretary

_____/_____/_____

Date of approval

Print or Type Name

Address

Phone

Signature of Department Head or Authorized Agent

Date

Applicable Schedule	Item No.	Description of Record	Retention Period	Inclusive Dates
<i>Example:</i> 01/11	D2-4b	Fiscal Audit Records	6 years	01/00-12/04

Please list additional records on a separate sheet(s).