



The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Records Conservation Board

Members

State Librarian
Attorney General
Comptroller
Office of Technology Services and Security
Commissioner of Administration
Supervisor of Public Records
State Archivist or Designees

MINUTES

The meeting of the Records Conservation Board was held on Wednesday, December 4, 2024 at 10:00 A.M.

Due to the COVID-19 pandemic this meeting was held virtually through Zoom. Votes were taken through roll call as is required by M.G.L. c. 30A ss. 18-25 (Open Meeting Law).

PRESENT VOTING MEMBERS:

Manza Arthur, Supervisor of Records
Luke Ferreira, Executive Secretary of Technology Services and Security's Designee
Samuel Gamer, Executive Secretary of Administration and Finance's Designee
Jenny Hedderman, Office of the State Comptroller, Comptroller's Designee, Chair
Hanne Rush, Attorney General's Designee
John Warner, Jr., Archivist of the Commonwealth, Secretary

The Chair observed the presence of a quorum.

Ms. Rush noted that the November Minutes had an incorrect date for the attached agenda. The Board also discussed the language describing the attachment, agreeing on "Attachment: See November 6, 2024 Records Conservation Board Agenda for the list of documents at the meeting." Dr. Warner then made a motion to approve the November Minutes with the corrections noted. Ms. Hedderman seconded Dr. Warner's motion and it was voted unanimously by roll call vote to approve the November 6, 2024 Minutes, as corrected.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, Ms. Arthur requested a pen-and-ink change to page 45, an Application from the Department of the State Police, to clarify a record series. Dr. Warner then made a motion to approve the Applications for

Destruction, noting the pen-and-ink change. Ms. Rush seconded Dr. Warner's motion and it was voted unanimously by roll call vote to approve the Applications for Destruction, as amended.

The Board then agreed that the next meeting will be January 8 at 10:00 A.M.

The meeting adjourned at 10:22 A.M.

A true copy; ATTEST: ___/S/ *John D. Warner Jr.* _____
John D. Warner, Jr.
Secretary

Attachment: See December 4, 2024 Records Conservation Board Agenda for the list of documents used at the meeting.

Agenda

Review of Prior Minutes

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

Public Records Requests (Update)

Other Business

Next Meetings Tentative:

TBD January 8, 2025 10:00 AM

Application for Destruction Permission on Form RCB-2U

1. Public Employee Retirement Administration Commission
2. Office of the Attorney General, AGO/ATD
3. Office of the Attorney General, AGO/ATD
4. Office of the Attorney General, AGO/ATD
5. Office of the Attorney General, AGO/FCD
6. Office of the Attorney General, AGO/FCD
7. Office of the Attorney General, Consumer Advocacy and Resource
8. Attorney General's Office, HCD
9. Office of Consumer Affairs and Business Regulation, General Counsel's Office
10. DPH Lemuel Shattuck Hospital, DPH-LSH-HIM
11. Department of Youth Services, Central Office
12. Department of Youth Services, Central Office

13. Department of Youth Services, Central Office
14. Department of Youth Services, Central Office
15. Department of Youth Services, DYS Legal Unit
16. Department of Youth Services, Legal Unit
17. Department of Youth Services, Legal Unit
18. MassAbility (Formerly Massachusetts Rehabilitation Commission), Legal
19. City of Malden – records for Malden Redevelopment Authority, OSPCD
20. Metropolitan Area Planning Council
21. Department of Correction, Contracts
22. Department of Correction, MCI-Concord/NECC
23. Public Safety – Department of Correction, NECC
24. Public Safety – Department of Correction, MCI Concord/Grievance
25. MA Dept. of Correction, OIS
26. Massachusetts Environmental Police, EEA/MEP
27. Massachusetts State Police, Traffic Program Section
28. State Ethics Commission, Executive Administration