



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

AGENDA

Records Conservation Board Monthly Meeting
Wednesday December 4, 2024, 10:00 a.m. EST

This meeting will be held virtually through the publicly available internet-based Zoom technology, as an alternative means authorized by the Open Meeting Law, G. L. c. 30A, s. 20, which provides for virtual meetings pursuant to Chapter 20 of the Acts of 2021, most recently extended pursuant to Section 40 of Chapter 2 of the Acts of 2023. A quorum of Board members attending virtually will be required, and votes will be taken through roll call as is required by M.G.L. c. 30A ss. 18-25. The Zoom recording feature is not used during the meeting. Public participants are required to identify if they are recording the meeting by typing this notice into the Zoom chat feature.

Participants may raise questions or provide comments during the meeting on agenda related items by using the Zoom “raise hand” feature or typing the question or comment into the chat. The Board reserves the right to table any agenda related question for a future meeting discussion if there is insufficient time to discuss the question, the question cannot be answered during the meeting, or more information is needed to discuss the question. The Board may impose a 2-minute limit for participant comments.

Other questions or comments that are raised by public participants or entered into the chat that are not agenda related may be automatically tabled for a future meeting if there is insufficient time to discuss the question, if the question cannot be answered during the meeting, or more information is needed to discuss the question.

If at any time there appears to be a security attack or compromise, or other malicious disruption of the meeting intended to halt the meeting, prevent Board business from continuing, or compromise the security of the Zoom application or participants, the Board will immediately end the meeting to protect participants and Commonwealth networks, and the remaining agenda will be taken up at the next scheduled Board meeting.

If technical difficulties arise that prevent Board members from being able to attend or that prevent the meeting from achieving a quorum or continuation of the meeting, the Board will close the meeting, notify participants in the chat or waiting room that the meeting is being postponed, and the agenda will be taken up at the next scheduled Board meeting.

Attendees: Attendees will enter a waiting room and will be admitted by the meeting host. Attendees other than Board members will be muted upon entrance.

Please note that public participants may have a short delay in the waiting room before being admitted into the meeting until Board members have entered, a quorum is present, and the meeting is ready to start.

Join Zoom Meeting

<https://macomptroller.zoom.us/j/84322796257?pwd=7tDu9zAZ1jfl9rkMAKSAQwB4M3uvad.1>

Meeting ID: 843 2279 6257

Passcode: 875128

One tap mobile

+19292056099,,84322796257#,,,,*875128# US (New York)

Dial by your location

• +1 929 205 6099 US (New York)

Meeting ID: 843 2279 6257

Passcode: 875128

Find your local number: <https://macomptroller.zoom.us/u/kdo1R3kT4u>

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

Records Conservation Board Agenda

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