



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, July 1, 2026 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
Stacy DeBole, State Librarian
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

INVITED GUEST:

Sarah Demb, Massachusetts Bay Transportation Authority (MBTA)

The Chair observed the presence of a quorum.

Dr. Warner noted that the third paragraph on Page 2 of the June 3, 2026 meeting Minutes contained a duplicative phrase and needed clarification regarding the pen-and-ink changes. Dr. Warner will submit the corrected June 3rd meeting Minutes for the Board's approval at the August meeting.

The Board then took up the discussion of the proposed edits to the Electronic Records Management Guidelines (ERMG). A wide-ranging and informative discussion ensued regarding

the red-line edits to the document as well as suggestions for matters to be included. The Board discussed the appropriateness of automated deletion of public records, even if administrative use, and that the retention guidelines also apply to third –party vendors. A Board member suggested that records custodians should be aware of potential water intrusion. Also, in accordance with Chapter 6, s. 39 of the General Laws, a copy of all published state documents, regardless of format, should be sent to the State Library. The Board thanked Mr. Ferreira for his work updating the Electronic Records Management Guidelines. Suggestions for edits to the document will be sent to Ms. Hedderman and the ERMG will be on the agenda of the August 5, 2026 meeting.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, the following pen-and-ink changes were made: Correcting a retention period on Page 8, (an Application from the Massachusetts Commission Against Discrimination) and correcting a retention period on Page 26, (an Application from the Rockport Housing Authority). Dr. Warner then made a motion to accept the RCB 2U's, noting the pen-and-ink changes. Ms. Rush seconded Dr. Warner's motion and it was voted unanimously by roll call vote to approve the Applications for Destruction on Form RCB 2U as amended.

The Board then took up the matter of the email from Massachusetts Bay Transit Authority records manager Sarah Demb, inquiring about the retention for Artificial Intelligence (AI) prompts. The Board agreed that this discussion should begin with an overview of this issue in regards to AI use in state government, with a view to including the AI issue in the broader discussion about electronic records management systems and the Electronic Records Management Guidelines. The Board agreed to place this on the agenda of the August meeting.

The Board discussed Chapter 6E of the General Laws, the Massachusetts Peace Officer Standards and Training Commission (POST Commission), particularly in light of the proposed amendments to the Statewide Records Retention Schedule from the Municipal Police Training Committee, but also from a general records management and litigation standpoint. The Board requested that the Secretary contact the POST Commission for further information. The Board agreed to continue the discussion of Chapter 6E at a later meeting.

The Board instructed the Secretary to have the proposed amendment to the Statewide Records Retention Schedule from the MBTA on the agenda of the August meeting.

The Board then agreed that the next meeting will be Wednesday, August 5, 2026 at 10:00 A.M.

The meeting adjourned at 11:04 A.M.

A true copy; ATTEST: /s/ John D. Warner Jr.
John D. Warner, Jr.
Secretary

Please see below for July agenda and list of items discussed at the July meeting.

Updates to media options for records retention. Review of proposed updates to the [Electronic Records Management Guidelines](https://www.sec.state.ma.us/divisions/archives/electronic-records-guidelines.htm) (https://www.sec.state.ma.us/divisions/archives/electronic-records-guidelines.htm)

Review of Applications for Destruction on Form RCB-2U (see below)

Discussion of Retention of Artificial Intelligence Prompts

Review of M.G. L. Chapter 6E

Review of Proposed Revision to Record Series C05-07, Geologic Samples and Records

Next Meeting Date:

August 5th, 2026, 10 AM EST

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Applications for Destruction on Form RCB-2U:

1. Office of the Attorney General – Civil Investigations Unit, CID
2. Office of the Attorney General, AGO/NRD
3. Office of the Attorney General, Public Protection & Advocacy Bureau
4. Worcester District Attorney’s Office, Public Records
5. MA Commission Against Discrimination, Boston Office
6. Office of the State Treasurer, TRE
7. Executive Office of Health and Human Services, Human Resources
8. Department of Public Health – Bureau of Substance Addiction Services (BSAS) Admin & Finance
9. Department of Transitional Assistance, Administrative Offices
10. MA Maritime Academy, Financial Services
11. University of Massachusetts, Amherst Police Department
12. Westfield State University, MASCAC
13. Executive Office of Housing and Livable Communities, Norton Housing Authority
14. Rockport Housing Authority
15. Worcester Housing Authority
16. Department of Correction, Victim Services Unit
17. Department of Correction, Support Services
18. Suffolk County Sheriff’s Department, Financial Services
19. Suffolk County Sheriff’s Department, Financial Services
20. Suffolk County Sheriff’s Department, Financial Services