



## 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 July 1, 2026, 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.

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 Board and public participants can re-enter the meeting, with screening participants to prevent any AI bot or other malicious participant from re-entering the meeting. If the Board is unable to successfully re-enter the meeting, 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. **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.**

## Records Conservation Board Agenda

| Meeting Information                                                               |                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Records Conservation Board Monthly Meeting Wednesday July 1, 2026, 10:00 a.m. EST |                                                                                                                                                                                 |
| Date and Time:                                                                    | July 1, 2026 at 10:00 am EST                                                                                                                                                    |
| Location:                                                                         | Zoom                                                                                                                                                                            |
| Meeting ID:                                                                       | 815 6913 7114                                                                                                                                                                   |
| Passcode:                                                                         | 664425                                                                                                                                                                          |
| Join Zoom Meeting Link:                                                           | <a href="https://macomptroller.zoom.us/j/81569137114?pwd=hZ5yyVpbRo4nmaMFos53Kh5F0SHaJQ.1">https://macomptroller.zoom.us/j/81569137114?pwd=hZ5yyVpbRo4nmaMFos53Kh5F0SHaJQ.1</a> |
| One tap mobile                                                                    | +13092053325,,81569137114#,,, *664425# US                                                                                                                                       |

**ALL VIDEO AND AUDIO WILL BE TURNED OFF FOR ALL PARTICIPANTS OTHER THAN HOSTS.**

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### Review of Prior Minutes

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

### Review of M.G. L. Chapter 6E

### Discussion of Retention of Artificial Intelligence Prompts

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

### Public Records Requests (Update)

### Next Meetings Tentative:

**August 5, 2026, 10 AM EST**

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**Application for Destruction Permission on Form RCB-2U**

1. Attorney General's Office – Civil Investigation Division, 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. Dept of Public Health – Bureau of Substance Addiction Services (BSAS), Admin & Finance
9. Department of Transitional Assistance, Administrative Offices
10. Massachusetts Maritime Academy, Financial Services
11. University of Massachusetts Police Department, Records Office
12. Westfield State University, MASCAC
13. Executive Office of Housing and Livable Communities, Norton Housing Authority
14. Rockport Housing Authority
15. Worcester Housing Authority, Leased Housing Dept
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