



**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 April 3, 2024 - 1:00 p.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.

Records Conservation Board Agenda

**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/83868768390?pwd=U3djcy8rOTQrU0JQenZHem5QaWJHdz09>

Meeting ID: 838 6876 8390

Passcode: 298466

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One tap mobile

+13017158592,,83868768390#,,,,\*298466# US (Washington DC)

+13052241968,,83868768390#,,,,\*298466# US

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Dial by your location

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• +1 305 224 1968 US

• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

• +1 646 931 3860 US

• +1 929 205 6099 US (New York)

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

• +1 360 209 5623 US

• +1 386 347 5053 US

• +1 507 473 4847 US

• +1 564 217 2000 US

• +1 669 444 9171 US

• +1 669 900 6833 US (San Jose)

• +1 689 278 1000 US

• +1 719 359 4580 US

Meeting ID: 838 6876 8390

Passcode: 298466

Find your local number: <https://macomptroller.zoom.us/j/kdXqJ5bHrp>

**AGENDA**

**Review of Prior Minutes**

**Massport Retirement Proposed Amendments**

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

**Public Records Requests (Update)**

**Other Business**

**Next Meetings Tentative:**

- **May 1, 2024 1:00 P.M. EST**
- **June 5, 2024 TBD**

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

1. Administration and Finance, Department of Revenue
2. District Attorneys Association, DAA
3. Bristol County District Attorney's Office, Appellate Division
4. Cape Cod Mosquito Control Project
5. Board of Registration in Medicine, DLP
6. Department of Children and Families, Procurement and Contracts
7. Department of Children and Families, Procurement and Contracts
8. Department of Children and Families, Procurement and Contracts
9. Department of Children and Families, Procurement and Contracts
10. Executive Office of Health and Human Services, Department of Mental Health, Office of Investigations
11. Department of Mental Health, Western Mass Area Office
12. Department of Youth Services
13. Bridgewater State University, Admissions
14. Greenfield Community College, Information Technology
15. Greenfield Community College, Information Technology
16. Greenfield Community College, Information Technology
17. EHS/Mass Health, UMass Chan Medical School
18. Amherst Housing Authority
19. Bellingham Housing Authority

## Records Conservation Board Agenda

20. Braintree Housing Authority
21. Chelsea Housing Authority
22. Gloucester Housing Authority, Administrative
23. Quincy Housing Authority, Finance
24. Quincy Housing Authority, Finance
25. Scituate Housing Authority
26. Somerville Housing Authority
27. Westborough Housing Authority
28. Worcester Housing Authority
29. Executive Office of Labor and Workforce Development, Dept of Unemployment Assistance
30. Massachusetts Management Agency (MEMA), Human Resources
31. Massachusetts Bay Transportation Authority (MBTA), Engineering & Maintenance (E&M)
32. MassDOT, District 2 Highway Division
33. MassDOT, Distirct 2 Highway Division
34. Massachusetts Port Authority, Administration
35. Massachusetts Port Authority, Unit 5200, Administration
36. Massachusetts Water Resources Authority-MWRA, MIS/Administration
37. Massachusetts Water Resources Authority-MWRA, MIS/Administration
38. Massachusetts Water Resources Authority-MWRA, MIS/Administration
39. Massachusetts Sheriff's Association, MSA
40. Massachusetts Sheriff's Association, MSA
41. Department of Fire Services, Legal