



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 March 6, 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/89143523022?pwd=dnN3Wm55MnhRe0k0UnljMmxVM3VoUT09>

Meeting ID: 891 4352 3022

Passcode: 847189

Dial by your location

- +1 929 205 6099 US (New York)

Meeting ID: 891 4352 3022

Passcode: 847189

Find your local number: <https://macomptroller.zoom.us/u/kcK01sQqZ>

AGENDA

Review of Prior Minutes

Massport Amendments to the Statewide Records Retention Schedule

INVITED GUEST Patrick Bowmaster

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

Public Records Requests (Update)

Other Business

Next Meetings Tentative:

- **April 3, 2024 1:00 P.M. EST**
- **May 1, 2024 1:00 P.M. EST**

Application for Destruction Permission on Form RCB-2U

1. Administration & Finance, Department of Revenue
2. Administration & Finance, Department of Revenue
3. Administration & Finance, Department of Revenue
4. Operational Serviced Division, Finance

Records Conservation Board Agenda

5. Public Employee Retirement Administration Commission
6. Public Employee Retirement Administration Commission
7. Bristol County District Attorney Office, Appellate Division
8. District Attorney, Cape & Islands District, CPI/4210
9. Eastern District Attorney
10. Attorney General, Northwestern District Attorney
11. Department of Children and Families, Administration and Finance
12. Department of Children and Families, Administration and Finance
13. Department of Children and Families, Procurement and Contracts
14. Department of Children and Families, Procurement and Contracts
15. Department of Children and Families, Procurement and Contracts
16. Department of Children and Families, Procurement and Contracts
17. Department of Children and Families, Procurement and Contracts
18. Department of Youth Services, DYS
19. Department of Youth Services, Legal Unit
20. Department of Youth Services, Legal Unit
21. Department of Youth Services, Legal Unit
22. Department of Youth Services, Legal Unit
23. Department of Youth Services, Legal Unit
24. Executive Office of Health and Human Services, DPH, BFHN/DCYSHN/MRT
25. Executive Office of Health and Human Services, Human Resources
26. EOHHS, MassHealth
27. Health Policy Commission on behalf of Health Care Quality and Cost Council, HPC
28. Bridgewater State University, Human Resources
29. Uxbridge Housing Authority, Management
30. City of Greenfield Franklin Hampshire Employment & Training Consortium, FHETC
31. City of Malden (formerly Malden Redevelopment Authority)
32. Massachusetts Port Authority, Central Services
33. Dept. of Corrections, MCI Framingham, Property Dept.
34. MassCor Industries, DOC/EOPSS
35. Hampden County Sheriff's Office, Standards Department
36. Secretary of the Commonwealth, Southeast District Office