



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 May 1, 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/82530094885?pwd=b01wYmRmazFTRTJ0ejFjbEQrbnMxUT09>

Meeting ID: 825 3009 4885

Passcode: 604128

One tap mobile

+19292056099,,82530094885#,,,,*604128# US (New York)

+13017158592,,82530094885#,,,,*604128# US (Washington DC)

Dial by your location

• +1 929 205 6099 US (New York)

• +1 301 715 8592 US (Washington DC)

Meeting ID: 825 3009 4885

Passcode: 604128

Find your local number: <https://macomptroller.zoom.us/u/keyBYL0J59>

AGENDA

Review of Prior Minutes

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

Massport Updated Amendments to Records Retention Schedule

Public Records Requests (Update)

Other Business

Next Meetings Tentative:

- **June 2024 TBD**

Application for Destruction Permission on Form RCB-2U

1. Public Employee Retirement Administration Commission
2. Public Employee Retirement Administration Commission
3. Public Employee Retirement Administration Commission
4. Public Employee Retirement Administration Commission
5. Public Employee Retirement Administration Commission
6. Attorney General's Office, Medicaid Fraud Division
7. Department of Fish and Game, Legal
8. Department of Children and Families, Procurement and Contracts
9. Department of Mental Health, Management & Budget AP
10. Department of Youth Services, Legal Unit
11. Department of Youth Services, Legal Unit
12. Bridgewater State University, Human Resources
13. Framingham State University, Business Office
14. Massachusetts College of Art and Design, Graduate Programs
15. Massachusetts College of Art and Design, Institutional Advancement
16. Massachusetts College of Art and Design, International Education Center
17. Massachusetts College of art and Design, Public Safety
18. Westfield State University, EOE/DHE/WSC
19. Westfield State University, Student Affairs
20. Acton Housing Authority, Administration
21. Everett Housing Authority
22. Quincy Housing Authority, Tenant Services
23. Executive Office of Labor and Workforce Development, Department of Labor Standards
24. MassHousing Finance Agency, Administrative Services
25. Massachusetts Port Authority, Unit #5220, Administration
26. Executive Office of Public Safety and Security, Office of Grants and Research, Homeland Security
27. Essex County Sheriff's Department, ECPRC
28. Hampshire Sheriff's Office
29. Middlesex Sheriff's Office, Victim Services
30. Worcester County Sheriff's Office, Legal