



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 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

Zoom Meeting Link:

Topic: Monthly Records Conservation Board Meeting 4/1/26 10:00 am EST

Time: Apr 1, 2026 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://macomptroller.zoom.us/j/82782178465?pwd=OR92rKcT5wo3Wez4pUKSMrrQPPoCM3.1>

Meeting ID: 827 8217 8465

Passcode: 359782

One tap mobile

+19292056099,,82782178465#,,,,*359782# US (New York)

+13017158592,,82782178465#,,,,*359782# US (Washington DC)

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

Review of Prior Minutes

Department of Correction Proposed Amendments to the Statewide Records Retention Schedule

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

Review of Instructions for RCB-2U submissions

Public Records Requests (Update)

Other Business:

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)

Next Meetings Tentative:

May 6, 2026, 10 AM EST

Application for Destruction Permission on Form RCB-2U

1. Executive Office of Administration and Finance, DCAMM
2. Executive Office of Administration and Finance, DCAMM
3. Executive Office of Administration and Finance, DCAMM
4. Office of the Attorney General, AGO/Budget
5. Bristol County District Attorney's Office, Appellate Division

Records Conservation Board Agenda

6. Bristol County District Attorney's Office, Appellate Division
7. Eastern District Attorney's Office, Administration & Finance
8. Norfolk District Attorney's Office
9. Northwestern District Attorney
10. Bristol County Mosquito Control Project (SRMCB)
11. Massachusetts Department of Environmental Protection, BAS
12. Department of Telecommunication and Cable, Legal
13. EOHHS/MassHealth
14. Bridgewater State University, Grants/Sponsored Program
15. Chelsea Housing Authority
16. Ipswich Housing Authority
17. Salisbury Housing Authority
18. Uxbridge Housing Authority
19. MA Dept. of Correction - MCI-Framingham, MCI-F-Operations
20. Berkshire County Sheriff's Office, Finance
21. Middlesex Sheriff's Office, Victim Services
22. Massachusetts Bay Transportation Authority, CM-QCO