



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 2, 2025, 11:00 a.m. EST (note time change)

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.

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 and will have no access to show their video upon entrance.**

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.

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

Join Zoom Meeting

<https://macomptroller.zoom.us/j/82091114484?pwd=BV5aiSG1REYT7IWbbhao4CAaxn4cwa.1>

Records Conservation Board Agenda

Meeting ID: 820 9111 4484

Passcode: 285568

Dial by your location

- +1 301 715 8592 US (Washington DC)

- +1 929 205 6099 US (New York)

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

Review of Prior Minutes

Proposed New Entries for MBTA Operational Records in the MA Statewide Records Retention Schedule

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

Public Records Requests (Update)

Other Business

Next Meetings Tentative:

May 7, 2025, 10:00 am EST

Application for Destruction Permission on Form RCB-2U

1. Attorney General's Office, EEB/Environmental Crimes
2. Attorney General's Office, Health Care Division
3. Attorney General's Office, AGO/Municipal Law Unit
4. Berkshire District Attorney's Office
5. Bristol County District Attorney's Office, Appellate Division
6. Bristol County District Attorney's Office, Appellate Division
7. Norfolk District Attorney's Office, Financial
8. Northwestern District Attorney
9. Office of the Comptroller, Legal
10. Division of Insurance
11. MassDEP, Board of Licensed Site Professionals, BAS
12. Massachusetts Office on Disability (MOD)
13. Executive Office of Health and Human Services, Human Resources
14. EOHHS / MassHealth
15. Dept. of Mental Health, Quality Management, Western Mass Area Office
16. Department of Youth Services, Central Office
17. Health Policy Commission, Office of Patient Protection
18. Bridgewater State University, International Students and Scholar Services
19. Framingham State University, Business Office
20. Hanson Housing Authority
21. Ipswich Housing Authority

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22. Lexington Housing Authority
23. EOHLC - Springfield Housing Authority, Capital Improvements/Procurement
24. Department of Correction, Contracts Services
25. MA Dept. of Correction – MCI-Framingham, MCI-F Operations
26. Hampden County Sheriff's Office, Standards Department
27. Hampden County Sheriff's Office, Standards Department
28. Hampden County Sheriff's Office, Standards Department
29. Hampden County Sheriff's Office, Standards Department
30. Middlesex Sheriff's Office, Victim Services
31. Suffolk County Sheriff's Department – Training Records
32. Massachusetts Port Authority, unit #2700, Administration
33. Massachusetts Port Authority, unit #5050, Administration
34. Massachusetts Port Authority Employees' Retirement System