



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 February 5, 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.

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/83892430276?pwd=5ckLYnVLQTERz9k9vAzXyxClcQXan.1>

Meeting ID: 838 9243 0276

Passcode: 912435

One tap mobile

+13092053325,,83892430276#,,,,*912435# US

+13126266799,,83892430276#,,,,*912435# US (Chicago)

Dial by your location

- +1 309 205 3325 US

- +1 312 626 6799 US (Chicago)

- +1 646 931 3860 US

- +1 929 205 6099 US (New York)

- +1 301 715 8592 US (Washington DC)

Meeting ID: 838 9243 0276

Passcode: 912435

Find your local number: <https://macomptroller.zoom.us/j/83892430276?pwd=5ckLYnVLQTERz9k9vAzXyxClcQXan.1>

Review of Prior Minutes

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

Public Records Requests (Update)

Other Business

Next Meetings Tentative:

March 5, 2025 11:00 am EST

April 2, 2025 11:00 am EST

Application for Destruction Permission on Form RCB-2U

1. Public Employee Retirement Administration Commission
2. Attorney General's Office, Civil Investigation Division
3. Attorney General's Office, Medical Fraud Division

Records Conservation Board Agenda

4. Attorney General's Office, AGO/Municipal Law Unit
5. Office of the Attorney General, Information Technology
6. Office of the Attorney General, Operations Division
7. District Attorney, Cape & Islands District, CPI/4210
8. District Attorney, Cape & Islands District, CPI/4210
9. Division of Banks, Legal
10. Division of Banks, Operations
11. Division of Occupational Licensure, DOL/OLC
12. EOHHS, DMH-Investigation Unit
13. Executive Office of Health and Human Services, DPH, BFHN/DCYSHN/MRT
14. Department of Public Health, BCHAP/CARH
15. Massachusetts Department of Public Health, DPIEC
16. Bridgewater State University Human Resources
17. Greenfield Community College, Information Technology
18. Bedford Housing Authority
19. Fall River Housing Authority
20. Holbrook Housing Authority
21. Worcester Housing Authority, Admissions
22. Executive Office of Housing and Livable Communities EOHLC, Office of the General Counsel
23. Executive Office of Labor and Workforce Development – EOL, Internal Control
24. MSLC/Mass Lottery Commission, Asset Control/Archive
25. Department of Correction, Fiscal Services
26. Department of Correction, LSH
27. Essex County Sheriff's Department, Middleton