



## 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 January 8, 2025, 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.

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/84470384386?pwd=QrmaA2FpUKS9ERGeEPa5r16HL3rpA1d.1>

**Meeting ID: 844 7038 4386**

**Passcode: 739914**

One tap mobile

+13092053325,,84470384386#,,,,\*739914# US

+13126266799,,84470384386#,,,,\*739914# 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)

Meeting ID: 844 7038 4386

Passcode: 739914

Find your local number: <https://macomptroller.zoom.us/u/kbfSLv1nI7>

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**Review of Prior Minutes**

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

**Public Records Requests (Update)**

**Other Business**

**Next Meetings Tentative:**

TBD

**Application for Destruction Permission on Form RCB-2U**

1. Public Employee Retirement Administration Commission
2. Public Employee Retirement Administration Commission

## Records Conservation Board Agenda

3. Public Employee Retirement Administration Commission
4. Attorney General's Office, CPD
5. Attorney General's Office, GCO
6. Attorney General's Office, GCO
7. Attorney General's Office, GCO
8. Attorney General's Office, Human Resources Division
9. AGO – Fair Labor Division, AGO-FLD
10. Office of the Comptroller, Legal
11. The Office of the Comptroller
12. Plymouth County District Attorney's Office, Main Office
13. Division of Banks, Legal
14. Division of Banks, Licensing/Banks & CUs
15. Division of Banks, Operations
16. Division of Banks, Operations
17. Division of Insurance
18. Department of Youth Services, CIC
19. Massachusetts Bay (MassBay) Community College, Admissions
20. Dudley Housing Authority
21. Worcester Housing Authority, Leased Housing Dept.
22. Department of Correction, Classification Division
23. Department of Correction, DHR
24. Department of Correction, MassCor Fiscal
25. MA Dept. of Correction – MCI Framingham, MCI-F Operations
26. Bristol County Sheriff