



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 July 9, 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.

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 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.

Records Conservation Board Agenda

Join Zoom Meeting

<https://macomptroller.zoom.us/j/84268313011?pwd=S65Wt4hBnMsP3kOhN3DRdlf43nmIbC.1>

Meeting ID: 842 6831 3011

Passcode: 367212

One tap mobile

+19292056099,,84268313011#,,,,*367212# US (New York)

+13017158592,,84268313011#,,,,*367212# US (Washington DC)

Dial by your location

• +1 929 205 6099 US (New York)

• +1 301 715 8592 US (Washington DC)

Meeting ID: 842 6831 3011

Passcode: 367212

Find your local number: <https://macomptroller.zoom.us/u/ktUca53w4>

Review of Prior Minutes

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

Public Records Requests (Update)

Other Business:

Next Meetings Tentative:

August 6, 2025 10 AM EST

Application for Destruction Permission on Form RCB-2U

1. Attorney General's Office, AGO/Municipal Law Unit
2. Berkshire District Attorney's Office, Finance/Operations
3. Department of Mental Health – Corrigan Mental Health Center
4. Lowell District Court, Dept. of Mental Health – Forensic Div., NEA Court Clinic
5. Framingham State University, Business Office
6. Framingham State University (FSU), Counseling Center
7. Massachusetts College of Art and Design, Counseling Center
8. Westfield State University, Banacas Academic Center
9. Westfield State University, Registrar's Office

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10. Westfield State University, MASCAC
11. Haverhill Housing Authority
12. Manchester Housing Authority, Administrative
13. Executive Office of Housing & Livable Communities, Norton Housing Authority
14. Quincy Housing Authority
15. Wakefield Housing Authority
16. Stoughton Redevelopment Authority
17. Municipal Police Training Committee, Records Division
18. Massachusetts Port Authority, unit #5200
19. Massachusetts Port Authority, unit #5200