



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 June 3, 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

Meeting Information	
Date and Time:	June 3, 2026 at 10:00 am EST
Location:	Zoom
Meeting ID:	841 3519 9101
Passcode:	804243
Link:	https://macomptroller.zoom.us/j/84135199101?pwd=IKI6itcpwylsHQPLbff833tERfbHsj.1
Dial-in:	1-929-205-6099

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

Review of Prior Minutes

Discussion of Department of Correction Proposed Amendment J07-05(e)

Review of Applications for Destruction

Review of Proposed Updates to Electronic Records Management Guidelines

Discussion of Retention of Approved RCB-2U's and Transmittal Letter

Discussion of MGL 6E MA Officers Standards and Training Commission

Public Records Requests (Update)

Next Meetings Date:

TBD July 2nd or 9th, 2026, 10 AM EST

Application for Destruction Permission on Form RCB-2U

1. Attorney General's Office, Information Services Division, AGO/ISC
2. AGO – Fair Labor Division, AGO-FLD
3. Massachusetts Office of the Attorney General, AGO/GED
4. Office of the Inspector General, Operations
5. MA Office of the Inspector General, Operations Bureau
6. Department of Mental Health, DMH/Central Office
7. Executive Office of Health and Human Services, Human Resources
8. Health and Human Services, Department of Public Health, Catastrophic Illness in Children Relief Fund
9. Executive Office of Health and Human Services, DPH Pappas Rehabilitation Hospital for Children
10. Health Policy Commission, Office of Patient Protection
11. Massachusetts State Universities, Westfield State University, Student Affairs
12. Beverly Housing Authority
13. Beverly Housing Authority
14. Canton Housing Authority
15. Canton Housing Authority
16. Georgetown Housing Authority
17. Gloucester Housing Authority
18. Salisbury Housing Authority
19. Winchester Housing Authority
20. Worcester Housing Authority, Admissions
21. Worcester Housing Authority, Finance/Accounting
22. MA State Police