



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 4, 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/85289658658?pwd=QGZwaupiBxB55PE2g7EJOBN3Hzuiip.1>

Meeting ID: 852 8965 8658

Passcode: 717243

One tap mobile

+13092053325,,85289658658#,,,,*717243# US

+13126266799,,85289658658#,,,,*717243# 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: 852 8965 8658

Passcode: 717243

Find your local number: <https://macomptroller.zoom.us/j/kmwqV05C1>

Review of Prior Minutes

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

- Includes ratification of June vote to accept MBTA proposed updates

Public Records Requests (Update)

Other Business: Date of July meeting: July 2st or July 9th given holiday

Next Meetings Tentative:

TBD

Application for Destruction Permission on Form RCB-2U

1. Attorney General's Office, AGO/Municipal Law Unit
2. Attorney General's Office, AGO/Municipal Law Unit
3. Attorney General's Office, DOG
4. Berkshire District Attorney's Office, Finance/Operations
5. Eastern District Attorney

Records Conservation Board Agenda

6. Worcester District Attorney's Office, Public Records
7. MassDEP, BAS
8. Department of Developmental Services, Central Office – Legal
9. Executive Office of Health and Human Services, Human Resources
10. Health and Human Services, DPH/BFHN/DCYSHN
11. Department of Public Health, Bureau of Health Professions Licensure
12. Department of Transitional Assistance, Central Office
13. Department of Youth Services
14. Department of Youth Services, Central Office
15. University of Massachusetts Dartmouth, Human Resources
16. UMass Chan Medical School, Drugs of Abuse Laboratory
17. East Longmeadow Housing Authority
18. East Longmeadow Housing Authority
19. Gloucester Housing Authority, Administrative
20. Hingham Housing Authority
21. Department of Industrial Accidents, Claims Department
22. MA Commission Against Discrimination, Boston Office
23. Massachusetts Office of Inspector, Operations Bureau
24. Department of Correction, Classification Division
25. Office of the Treasurer and Receiver General, Cash Management
26. Office of the Treasurer and Receiver General, Cash Management
27. Office of the Treasurer and Receiver General, Cash Management
28. Office of the Treasurer and Receiver General, Cash Management