



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 March 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=5ckLYnVLaQTERz9k9vAzXyxClcQXan.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=5ckLYnVLaQTERz9k9vAzXyxClcQXan.1>

Review of Prior Minutes

Proposed New Entries for MBTA Operational Records in the MA Statewide Records Retention Schedule

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

Public Records Requests (Update)

Other Business

Next Meetings Tentative:

April 2, 2025, 11:00 am EST (note time change)

May 7, 2025, 10:00 am EST

Application for Destruction Permission on Form RCB-2U

1. Attorney General's Office, EEB/Environmental Crimes

Records Conservation Board Agenda

2. Attorney General's Office, Health Care Division
3. Attorney General's Office, AGO/Municipal Law Unit
4. Berkshire District Attorney's Office
5. Bristol County District Attorney's Office, Appellate Division
6. Bristol County District Attorney's Office, Appellate Division
7. Norfolk District Attorney's Office, Financial
8. Northwestern District Attorney
9. Office of the Comptroller, Legal
10. Division of Insurance
11. MassDEP, Board of Licensed Site Professionals, BAS
12. Massachusetts Office on Disability (MOD)
13. Executive Office of Health and Human Services, Human Resources
14. EOHHS / MassHealth
15. Dept. of Mental Health, Quality Management, Western Mass Area Office
16. Department of Youth Services, Central Office
17. Health Policy Commission, Office of Patient Protection
18. Bridgewater State University, International Students and Scholar Services
19. Framingham State University, Business Office
20. Hanson Housing Authority
21. Ipswich Housing Authority
22. Lexington Housing Authority
23. EOHLC - Springfield Housing Authority, Capital Improvements/Procurement
24. Department of Correction, Contracts Services
25. MA Dept. of Correction – MCI-Framingham, MCI-F Operations
26. Hampden County Sheriff's Office, Standards Department
27. Hampden County Sheriff's Office, Standards Department
28. Hampden County Sheriff's Office, Standards Department
29. Hampden County Sheriff's Office, Standards Department
30. Middlesex Sheriff's Office, Victim Services
31. Suffolk County Sheriff's Department – Training Records
32. Massachusetts Port Authority, unit #2700, Administration
33. Massachusetts Port Authority, unit #5050, Administration
34. Massachusetts Port Authority Employees' Retirement System

MBTA Operations Records Section for the MA Statewide Records Schedule

DRAFT C15-03 Bus Operations Records

Records custodians shall maintain the records according to the retention periods set forth in 220 CMR 155.00, 310 CMR 7.00, GL 161A, and relevant federal requirements.

Records informed by General Law 161A (41) and defined by 220 CMR 155 and 310 CMR 7.00 prepared by or on behalf of state or state agency public utilities, including fixed route bus systems subject to the jurisdiction of the Massachusetts Department of Public Utilities, the Massachusetts Department of Transportation and/or the MBTA. Includes all safety plan and audit records, safety training records, department notifications, operations records, accident notifications and investigation records, hazard tracking logs, corrective action plans, management and oversight records, revenue and non-revenue asset inventories, inspection, and maintenance records.

C15-03 (a): Hazard, incident, or accident notifications to MA DPU/DOT and the FTA; investigation checklists and supporting documentation for submitted reports; triennial audit notices, routine CAP progress reports and supporting documentation, including annual safety plans submitted to MA DPU/DOT or the FTA.

Permanent.

C15-03 (b): Rolling stock vehicle maintenance and condition data including that held in asset management databases.

Retain six months after life or ownership of vehicle ends, whichever occurs sooner.

C15-03 (c): Dispatch logs records and scheduling data.

Retain until superseded or system upgrade/update.

C15-03 (d): Rolling stock and service vehicle periodic mileage and preventative maintenance inspection records; day and night task orders and work logs.

Retain until closure of any related findings from relevant triennial audit period.

C15-03 (e): Busway, bus stops, and bus berths maintenance and asset data.

Retain for life or ownership of asset.

C015-03 (f): Rolling stock daily circle checklists and cleaning logs.

Retain one year.

C15-03 (g): All other records.

Retain until administrative use ceases.

See also: RIC Transportation Schedule C01-09, Department of Transportation Schedule C10-14, and Public Utilities Schedule Section I