



## 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 4, 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.**

**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/81137519480?pwd=16aFQazSCZ3H9xZGcN9zyn5THafQkQ.1>

Meeting ID: 811 3751 9480

Passcode: 632108

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One tap mobile

+16469313860,,81137519480#,,,,\*632108# US

+19292056099,,81137519480#,,,,\*632108# US (New York)

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**Review of Prior Minutes**

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

**Review of Instructions for RCB-2U submissions**

**Public Records Requests (Update)**

**Other Business:**

**Updates to media options for records retention.** Review of proposed updates to the [Electronic Records Management Guidelines](https://www.sec.state.ma.us/divisions/archives/electronic-records-guidelines.htm) (<https://www.sec.state.ma.us/divisions/archives/electronic-records-guidelines.htm>)

**Next Meetings Tentative:**

April 1, 2026, 10 AM EST

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

1. Public Employee Retirement Administration Commission
2. Public Employee Retirement Administration Commission
3. Public Employee Retirement Administration Commission
4. Public Employee Retirement Administration Commission
5. Public Employee Retirement Administration Commission
6. Public Employee Retirement Administration Commission
7. Office of the Attorney General, Charities Division
8. Norfolk District Attorney’s Office, NDAO
9. Worcester District Attorney’s Office, Public Records
10. Worcester District Attorney’s Office, Public Records
11. Office of the State Auditor, DLM
12. Office of the State Auditor, Division of Local Mandates
13. Division of Banks, Operations

## Records Conservation Board Agenda

14. Executive of Energy and Environmental Affairs, Fish & Games/NHPSE
15. State Ethics Commission, Executive Administration
16. DMH New Bedford Site Office
17. Executive Office of Health and Human Services-Department of Mental Health-Office of Investigations
18. Executive Office of Health and Human Services, Human Resources
19. Framingham State University, Legal and Government Affairs
20. UMass Chan Medical School, Drugs of Abuse Laboratory
21. Westfield State University, Office of the Registrar
22. Massachusetts Department of Correction, MASAC @ Plymouth