



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 May 6, 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

Zoom Meeting Link:

<https://macomptroller.zoom.us/j/83359648684?pwd=0uryRsIpBNWpAE1bSnxCTld7IU3onq.1>

Meeting ID: 833 5964 8684

Passcode: 704279

One tap mobile

+13092053325,,83359648684#,,,,*704279# US

+13126266799,,83359648684#,,,,*704279# US (Chicago)

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

Review of Prior Minutes

Proposed records change Municipal Police Training Committee

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:

June 3, 2026, 10 AM EST

Application for Destruction Permission on Form RCB-2U

1. Norfolk District Attorney's Office, Financial
2. Department of Public Health, Bureau of Health Professional Licensure, Compliance Unit
3. Executive Office of Health and Human Services/DPH, BFHN/DCYSHN/MRT
4. Health and Human Services, Department of Public Health, Catastrophic Illness in Children Relief Fund

Records Conservation Board Agenda

5. Executive Office of Health and Human Services, Human Resources
6. Health and Human Services, DDS
7. DDS, Brockton
8. DMH New Bedford Site Office
9. Bridgewater State University, Student Accounts
10. Bridgewater State University, Student Accounts Office
11. Arlington Housing Authority
12. Middleborough Housing Authority
13. Winchester Housing Authority
14. Executive Office of Housing and Livable Communities (EOHLC), Office of General Counsel
15. Executive Office of Housing and Livable Communities (EOHLC), Office of General Counsel
16. City of Greenfield: Franklin Hampshire Employment & Training Consortium, FHETC
17. Department of Correction, Treasurer Office
18. Department of Fire Services, Legal Office
19. Massachusetts Bay Transportation Authority, DM-QCO
20. MassDOT, District 1, Highway Division
21. MassDOT, District 2, Highway Division