



## **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 7, 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.**

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**Join Zoom Meeting**

<https://macomptroller.zoom.us/j/82145926597?pwd=f0bb6nJB0mgLc3Vpd9IGHMRU8H0H0q.1>

**Meeting ID: 821 4592 6597**

**Passcode: 846384**

**One tap mobile**

**+19292056099,,82145926597#,,,,\*846384# US (New York)**

**Dial by your location**

**• +1 929 205 6099 US (New York)**

**Meeting ID: 821 4592 6597**

**Passcode: 846384**

**Find your local number: <https://macomptroller.zoom.us/j/82145926597?pwd=f0bb6nJB0mgLc3Vpd9IGHMRU8H0H0q.1>**

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**Review of Prior Minutes**

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

**Public Records Requests (Update)**

**Other Business: Date of July meeting: July 2<sup>st</sup> or July 9<sup>th</sup> given holiday**

**Next Meetings Tentative:**

June 4, 2025, 10:00 am EST

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

1. Administration and Finance, Department of Revenue
2. Administration and Finance, Department of Revenue
3. Administration and Finance, Department of Revenue
4. Administration and Finance, Department of Revenue
5. Administration and Finance, Department of Revenue
6. Administration and Finance, Department of Revenue
7. Administration and Finance, Department of Revenue
8. Public Employee Retirement Administration Commission
9. Attorney General's Office, AGO/Municipal Law Unit
10. Attorney General's Office, AGO/Municipal Law Unit
11. Attorney General's Office, Human Resources

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12. Attorney General's Office, EEB/Environmental Crimes
13. Massachusetts Office of the Attorney General, AGO/EPD
14. Norfolk District Attorney's Office
15. Office of Campaign and Political Finance
16. Office of the Comptroller, Contract/Vendors/Non-Tax Revenue
17. Governor's Council Office
18. Massachusetts Water Resources Authority-MWRA
19. Massachusetts Water Resources Authority-MWRA
20. Division of Occupational Licensure
21. MDPH- Bureau of Environmental Health- Community Sanitation Program, CPS
22. Executive Office of Health and Human Services, Human Resources
23. Executive Office of Health and Human Services, Human Resources
24. Department of Developmental Services, Central Office- Legal
25. Department of Mental Health, Forensic Services-Court Clinic (BMC, 24 New Chardon St., Boston)
26. Department of Mental Health, Management & Budget
27. DMH New Bedford Site Office
28. MA Commission for the Blind, MCB Legal
29. Framingham State University, Business Office
30. Massachusetts Maritime Academy, Student Financial Services
31. Westfield State University, Registrar's Office
32. Massachusetts State Universities/Westfield State University, Student Affairs
33. Avon Housing Authority
34. Barnstable Housing Authority
35. Bridgewater Housing Authority
36. Canton Housing Authority
37. Canton Housing Authority
38. Hamilton Housing Authority
39. Lowell Housing Authority
40. Pepperell Housing Authority
41. Quincy Housing Authority
42. Executive Office of Housing & Livable Communities (EOHLC), Office of General Counsel
43. City of Greenfield: Franklin Hampshire Employment & Training Consortium, FHETC
44. City of Malden- records for Malden Redevelopment Authority, OSPCD
45. Executive Office of Public Safety & Security (MA Department of Correction), Communications
46. Department of Correction, Victim Services Unit
47. Public Safety- Department of Corrections, SBCC
48. Dukes County Sheriff's Office, Jail/HOC
49. Hampden County Sheriff's Office, Standards Department
50. Hampden County Sheriff's Office, Standards Department
51. Hampden County Sheriff's Office, Standards Department
52. Hampden County Sheriff's Office, Standards Department
53. Middlesex Sheriff's Office, Canteen/Commissary
54. Nantucket County Sheriff's Office, Civil Process
55. Secretary of the Commonwealth, Public Records Division
56. Secretary of the Commonwealth, Public Records Division
57. Massachusetts Bay Transportation Authority, Bus Maintenance

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- 58. MassDOT, District 1, Highway Division
- 59. MassDOT, District 4, Highway Division