



## 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

**September 2, 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

| Meeting Information                                                   |                                                                                                                                                                                 |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monthly Records Conservation Board Meeting Wednesday 9/2/26 10 AM EST |                                                                                                                                                                                 |
| Date and Time:                                                        | Sep 2, 2026 10:00 AM Eastern Time (US and Canada)                                                                                                                               |
| Location:                                                             | Zoom                                                                                                                                                                            |
| Meeting ID:                                                           | 893 6052 0020                                                                                                                                                                   |
| Passcode:                                                             | 399013                                                                                                                                                                          |
| Join Zoom Meeting Link:                                               | <a href="https://macomptroller.zoom.us/j/89360520020?pwd=l1ln853GVKcFrTkmaREyIh5zlguhL6.1">https://macomptroller.zoom.us/j/89360520020?pwd=l1ln853GVKcFrTkmaREyIh5zlguhL6.1</a> |
| One tap mobile                                                        | +16469313860,,89360520020#,,,,*399013# US<br>+19292056099,,89360520020#,,,,*399013# US (New York)                                                                               |

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

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**Review of Prior Minutes**

**Discussion of Massachusetts Bay Transportation Authority Proposed Amendments C05-07**

**Review of Applications for Destruction**

**Review of Proposed Updates to Electronic Records Management Guidelines**

**Discussion of Artificial Intelligence in State Government**

**Public Records Request**

**Next Meetings Date:**

**October 7, 2026**

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

1. Attorney General's Office, AGO/Municipal Law Unit
2. Office of the Attorney General, Charities Division
3. Attorney General's Office, Human Resources Division
4. Attorney General's Office, Consumer Protection Div.
5. Suffolk County District Attorney's Office, Appeals Unit
6. Suffolk County District Attorney's Office, Appeals Unit
7. Suffolk County District Attorney's Office, Appeals Unit
8. Department of Agricultural Resources (AGR) & State Reclamation Board (SRB)
9. Department of Public Health – Drug Control Program
10. Executive Office of Health and Human Services, Human Resources
11. Executive Office of Health and Human Services, Human Resources
12. Bridgewater State University, Human Resources
13. Massachusetts College of Art and Design, Student Accounts
14. Massachusetts College of Art and Design, Administrative Services
15. Massachusetts Maritime Academy, Information Tech.
16. Massachusetts Maritime Academy, Business Office
17. Massachusetts Maritime Academy, Business Office
18. Westfield (Massachusetts) State University, Counseling Center
19. Belchertown Housing Authority
20. Duxbury Housing Authority
21. Marblehead Housing Authority, Public Housing
22. Monson Housing Authority
23. Quincy Housing Authority, Tenant Selection
24. EOPSS/DOC-MassCor Industries
25. Department of Correction, MassCor Operations
26. Department of State Police, Division of Administrative Services
27. Department of State Police, Division of Administrative Services
28. Massachusetts Bay Transportation Authority, DocMgmt - QCO
29. Massachusetts Bay Transportation Authority, DocMgmt - QCO
30. Massachusetts Bay Transportation Authority, DocMgmt - QCO