



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

MINUTES

The meeting of the Records Conservation Board was held on Wednesday, March 6, 2024 at 1:00 P.M.

Due to the COVID-19 pandemic this meeting was held virtually through Zoom. Votes were taken through roll call as is required by M.G.L. c. 30A ss. 18-25 (Open Meeting Law).

PRESENT VOTING MEMBERS:

Manza Arthur, Supervisor of Records
Stacy DeBole, State Librarian
Luke Ferreira, Executive Secretary of Technology Services and Security's Designee
Jenny Hedderman, Office of the State Comptroller, Comptroller's Designee, Chair
Hanne Rush, Attorney General's Designee
John Warner, Jr., Archivist of the Commonwealth, Secretary
Khushbu Webber, Executive Secretary of Administration and Finance's Designee

INVITED GUESTS:

Patrick Bowmaster, Massport
Richard Heidlage, Massport

The Chair observed the presence of a quorum.

The Board then took up the February Minutes. After some discussion, Ms. Rush moved to approve the February Minutes. Ms. DeBole seconded Ms. Rush's motion and it was voted unanimously by roll call vote to approve the February 7, 2024, meeting Minutes.

The Board then welcomed Mr. Bowmaster and Mr. Heidlage from Massport to discuss proposed amendments to the Statewide Records Retention Schedule. After an informative discussion, Mr. Heidlage and Mr. Bowmaster agreed to produce a document with existing records series cross referenced to Massport's proposed records series. The Board will look to continue the discussion of the proposed amendments at the April 3, 2024 meeting.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, pen-and-ink changes were made to Page 15, an Application from the Northwestern District Attorney correcting record series numbers; to Page 34, an Application from the Department of Youth Services lining out a record series due to inaccurate retentions; and to Page 60, an Application from the Hampden County Sheriff's Office clarifying a record series number.

Ms. Hedderman then made a motion to table an application from the Department of Youth Services, pending clarification. Ms. DeBole seconded the Chair's motion and it was voted unanimously by roll call vote to table the application from DYS.

Ms. DeBole left the meeting at 1:23 PM. After some further discussion, Dr. Warner made a motion to approve the Applications for Destruction, as submitted, noting the pen-and-ink changes and the tabled application. Mr. Ferreira seconded Dr. Warner's motion and it was voted unanimously by roll call vote to approve the RCB 2U's, as amended.

The Board then agreed that the next meeting will be held April 3, 2024 at 1:00 P.M.

The meeting adjourned at 1:39 P.M.

A true copy; ATTEST: /S/ *John D. Warner Jr.* _____
John D. Warner, Jr.
Secretary