



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, April 3, 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
Luke Ferreira, Executive Secretary of Technology Services and Security's Designee
Jenny Hedderman, Office of the State Comptroller, Comptroller's Designee, Chair
Mary Ellen Larkin, State Librarian's Designee
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 March Minutes. After some discussion, Ms. Hedderman moved to approve the March Minutes. Ms. Rush seconded Ms. Hedderman's motion and it was voted unanimously by roll call vote to approve the March 6, 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 and wide-ranging discussion, Mr. Heidlage and Mr. Bowmaster agreed to edit the list of proposed record series to reflect the records created and retained by the Massachusetts Port Authority Employees' Retirement System (MPAERS). The Board will look to continue the discussion of the proposed amendments at the May 1, 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 Pages 20 and 21, an Application from the Department of Mental Health, correcting retentions. After some discussion, the Chair made a motion to table Page 29, an Application from the Executive Agency of Health and Human Services, pending clarification. Mr. Ferreira seconded Ms. Hedderman's motion and it was voted unanimously by roll call vote to table the Application from EHS/Mass Health. Pen-and-ink changes were made to Page 48, an Application from the Somerville Housing Authority correcting a record series; to Page 59, an Application from the Department of Transportation, correcting the volume of records to be destroyed and a typo; to Page 70, an Application from the Massachusetts Water Resources authority, lining out a record series; and to Page 77, an Application from the Department of Fire Services, lining out a record series.

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 May 1, 2024 at 1:00 P.M.

The meeting adjourned at 2:08 P.M.

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