



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 2, 2025 at 11:00 A.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

INVITED GUESTS:

William Charrette, Massachusetts Bay Transportation Authority (MBTA)
Deanna Davis, MBTA
Sarah Demb, MBTA
David DiNapoli, MBTA
Alicia Gomes, MBTA
Patrick Richmond, MBTA
Steven Shorey, Department of Transportation

The Chair observed the presence of a quorum.

Dr. Warner noted that the February 5, 2025 meeting Minutes were approved unanimously at the March 5, 2025 Records Conservation Board meeting before the meeting was interrupted. The Board instructed Dr. Warner to produce meeting Minutes from the March meeting for approval at the May meeting.

The Board then welcomed Ms. Demb and her colleagues to discuss proposed amendments to the Statewide Records Retention Schedule. After a wide-ranging and informative discussion, Dr. Warner made a motion to approve the suggested records series C15-01(a) through C15-01(g) inclusive. Ms. Hedderman seconded Dr. Warner's motion and the amendments to the Statewide Schedule were provisionally approved, pending the Board's suggested changes. The Board then took up a second proposed set of amendments to the Statewide Schedule, C15-02(a) through C15-02(f) inclusive. With the suggested inclusion of another records series, C15-02(g), Mr. Ferreira made a motion to provisionally approve the proposed amendments with the Board's suggested changes. Ms. DeBole seconded Mr. Ferreira's motion and it was voted unanimously by roll call vote to provisionally approve C15-02(a) through C15-02(g). The Board then took up proposed records series C15-03 from the MBTA. After some discussion Ms. Hedderman made a motion to table the proposed amendments pending revision. Mr. Ferreira seconded Ms. Hedderman's motion and it was voted unanimously by roll call vote to table the C15-03 records series.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, a pen-and-ink change was made to Page 43, an Application from the Springfield Housing Authority, correcting the volume of records. A records series on Page 54, an Application from the Hampden County Sherriff was lined out as the retention was incorrect. Mr. Ferreira then made a motion to approve the RCB 2U's as amended. Dr. Warner seconded Mr. Ferreira's motion and it was voted unanimously by roll call vote to approve the Applications for Destruction, noting the pen-and-ink changes.

The Board then agreed that the next meeting will be Wednesday, May 7 at 10:00 A.M.

The meeting adjourned at 11:58 A.M.

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

Attachments: See April 2, 2025 Records Conservation Board Agenda and the revised amendments from the MBTA for the list of documents used at the meeting.

Review of Prior Minutes

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

Public Records Requests (Update)

Other Business

Next Meetings Tentative:

May 7, 2025

Application for Destruction Permission on Form RCB-2U

1. Attorney General's Office, EEB/Environmental Crimes
2. Attorney General's Office, Health Care Division
3. Attorney General's Office, AGO/Municipal Law Unit
4. Berkshire District Attorney's Office
5. Bristol County District Attorney's Office, Appellate Division
6. Bristol County District Attorney's Office, Appellate Division
7. Norfolk District Attorney's Office, Financial
8. Northwestern District Attorney
9. Office of the Comptroller, Legal
10. Division of Insurance
11. MassDEP, Board of Licensed Site Professionals, BAS
12. Massachusetts Office on Disability (MOD)
13. Executive Office of Health and Human Services, Human Resources
14. EOHHS / MassHealth
15. Dept. of Mental Health, Quality Management, Western Mass Area Office
16. Department of Youth Services, Central Office
17. Health Policy Commission, Office of Patient Protection
18. Bridgewater State University, International Students and Scholar Services
19. Framingham State University, Business Office
20. Hanson Housing Authority
21. Ipswich Housing Authority
22. Lexington Housing Authority
23. EOHLC - Springfield Housing Authority, Capital Improvements/Procurement
24. Department of Correction, Contracts Services
25. MA Dept. of Correction – MCI-Framingham, MCI-F Operations
26. Hampden County Sheriff's Office, Standards Department
27. Hampden County Sheriff's Office, Standards Department
28. Hampden County Sheriff's Office, Standards Department
29. Hampden County Sheriff's Office, Standards Department
30. Middlesex Sheriff's Office, Victim Services
31. Suffolk County Sheriff's Department – Training Records
32. Massachusetts Port Authority, unit #2700, Administration
33. Massachusetts Port Authority, unit #5050, Administration
34. Massachusetts Port Authority Employees' Retirement System

MBTA Operations Records Section for the MA Statewide Records Schedule

DRAFT C15-01 Power Operations Records

Records custodians shall maintain the records according to the retention periods set forth in 220 CMR 151.00, CMR 155.00, 310 CMR 7.00, GL 161A (41), and relevant federal requirements.

Records prepared under the conditions for operating permits for electric power transmission, subject to the jurisdiction of the Massachusetts Department of Transportation and the Massachusetts Department of Environmental Protection (DEP.) Includes safety and safety training records, environmental protection records, plant/substation operations and maintenance records, supervisory control and data acquisition (SCADA) system and asset data, regulatory correspondence and filings, and all other related records.

C15-01(a): Final Air Quality Operating Permit; air emissions data reports; pollution prevention and incident reports, summary air emissions monitoring and testing data reports; any monitoring or maintenance data not specified elsewhere.

Permanent.

C15-02 (b): Monitoring and maintenance data – plant/substation incident reports and logbooks; asbestos-related documentation of circuit breaker insulation.

Retain for life or ownership of unit or facility, then transfer to Archives and/or to successor owner as appropriate.

C15-01 (c): Monitoring and asset maintenance data – routine equipment failure and repair replacement reports, station and system generation reports.

Retain for 25 years.

C15-01 (d): Annual compliance certification packages and quarterly compliance reports.

Retain 5 years or until re-permitting process is complete.

C15-01(e): AC breaker survey and maintenance sheets; bi-weekly control battery survey sheets; spill control site visit logs.

Retain for 3 years.

C15-01(f): Lockout/Tagout (LOTO) inspection reports and data; daily shift power maintenance truck and van inspection records; hot work permit forms, letters and checklists; power dispatch logs.

Retain for 1 year.

C15-01(g): Air emissions permit plan approvals (and approval letters), unit registrations, supporting application packages (e.g. air emission impact modeling analyses, certificates of conformity, unit installation year and make/model specification documentation) and documentation of any unit's substantial reconstruction or alteration; MA DEP source registration emission statements and supporting documentation; Title V operating permit compliance certification and supporting documentation, daily turbines maintenance sheets, SCADA and asset (including catenary wire and third rail segments, DC feeder section tests) data.

Retain for 1 year.

See also:

Records In Common Transportation Schedule C01-09, Department of Transportation Schedule C10-14, Department of Environmental Protection Schedule I05-10 (b) and I06-02

MBTA Operations Records Section for the MA Statewide Records Schedule

DRAFT C15-02 Rail Operations Records

Records custodians shall maintain the records according to the retention periods set forth in 220 CMR 151.00, 310 CMR 7.00, GL 161A, and relevant federal requirements.

Records informed by General Law 161A and/or defined by 310 CMR 7.00 and 220 CMR 151.00 prepared by or on behalf of state or state agency public utilities, including rail fixed guideway systems (including, but not limited to rapid rail, heavy rail, light rail, monorail, trolley, inclined plane, funicular, and automated guideways) subject to the jurisdiction of the Massachusetts Departments of Public Utilities and Transportation. Rail fixed guideway public transportation systems documentation includes all safety plan and audit records, department notifications, operations records, accident notifications and investigation records, hazard tracking logs, corrective action plans, management and oversight records, revenue and non-revenue asset and track/rail inspection and maintenance records including databases records, and safety training records.

C15-02 (a): Hazard, incident, or accident notifications to MA DPU and the FTA; investigation checklists and supporting documentation for submittals, including Corrective Action Plan (CAP) progress reports.

Permanent.

C15-02 (b): MA DPU annual safety plan submittals, triennial audit notices, routine safety and related CAP progress reports and supporting documentation submitted to MA DPU and/or the FTA.

Permanent.

C15-02 (c): Vehicle maintenance and station defect database records, including work orders and other related asset data.

Retain for ownership or life of vehicle and/or until asset is disposed.

C15-02 (d): Operations Control Center system log data and scheduling database records.

Retain until system update or upgrade/data migration has occurred.

C15-02 (e): Geometry and other track inspections records, data, and reports; rolling stock periodic mileage and preventative maintenance inspection records, maintenance-service vehicle inspection records including clearance certification checklists, day and night task orders.

Retain until closure of any related findings from relevant oversight review periods.

C15-02 (f): Rolling stock daily pre-trip inspection, maintenance of way and right of way checklists and work inspection logs; daily car house circle checks documentation and yard movement forms or data.

Retain one year.

C15-02 (g): All other records.

Retain until administrative use ceases.

See also:

RIC Transportation Schedule C01-09, Department of Transportation Schedule C10-14, Department of Public Utilities Schedule I