



## **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, August 6, 2025 at 10:00 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  
Luke Ferreira, Executive Secretary of Technology Services and Security's Designee  
Samuel Gamer, Executive Secretary of Administration and Finance'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

The Chair observed the presence of a quorum.

Dr. Warner asked if there were any additions, modifications or deletions to the July, 2025 meeting Minutes. Hearing none, Mr. Ferreira moved to approve the July 9, 2025 meeting Minutes as submitted. Ms. Hedderman seconded Mr. Ferreira's motion and it was voted unanimously by roll call vote to approve the July 9, 2025 Records Conservation Board meeting Minutes, Ms. Larkin abstaining.

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 36, an Application from the Executive Office of Labor and Workforce Development, correcting the volume of records. Dr. Warner was instructed to clarify with the Elections Division of the Secretary of State's Office whether there was any inquiry or request for information from the federal government regarding elections records in Massachusetts. The Applications from the Elections Division, Pages 42-45, inclusive, were conditionally approved pending the Secretary's report to the Board. The error in copying and scanning the Applications from the Department of Transportation was noted.

Dr. Warner then made a motion to approve the Applications for Destruction on Form RCB 2U, noting the pen-and-ink change. Ms. Rush seconded Dr. Warner's motion and it was voted unanimously by roll call vote to approve the RCB 2U's, as amended.

The Board took up the agenda item to discuss retention of alternate media such as SharePoint and OneDrive. The Board agreed to post this as an agenda item for the September meeting and to continue the discussion.

The Board then agreed that the next meeting will be Wednesday, September 3 at 10:00 A.M.

The meeting adjourned at 10:34 A.M.

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

Please see below for August agenda and list of items discussed at the August meeting.

#### **Review of Prior Minutes**

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

#### **Public Records Requests (Update)**

#### **Other Business: Updates to media options for records retention**

#### **Next Meetings Tentative:**

September 3, 2025 10 AM EST

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

1. Attorney General's Office, CARD
2. Attorney General's Office – Civil Investigation Division
3. Attorney General's Office, CPD
4. Attorney General's Office, CPD
5. Attorney General's Office, ITD

6. Department of Agricultural Resources (AGR) & State Reclamation Board (SRB), Fiscal
7. Massachusetts Water Resources Authority-MWRA, MIS/Administration
8. Massachusetts Water Resources Authority-MWRA, MIS Administration
9. Massachusetts Water Resources Authority-MWRA, MIS Administration
10. Executive Office of Health and Human Services, EHS/MA/EES
11. Department of Youth Services,, DYS Northeast Region
12. EOHHS-Department of Developmental Services, SE Regional Office - R5
13. Department of Developmental Services, Brockton Area Office
14. Department of Developmental Services, Brockton Area Office
15. Dedham District Court c/o Department of Mental Health, Central Area, Forensic Dept.
16. Worcester District Court c/o Department of Mental Health; Court Clinic, Central Area Office, DMH
17. University of Massachusetts Chan Medical School
18. University of Massachusetts Chan Medical School
19. Westfield State University, President's Office
20. Executive Office of Labor and Workforce Development, Dept of Unemployment Assistance
21. Essex County Sheriff's Department, Middleton
22. Essex County Sheriff's Department, Middleton
23. Plymouth County Sheriff's Department, Archives
24. Office of the Secretary of the Commonwealth, Elections Division
25. Office of the Secretary of the Commonwealth, Elections Division
26. Massachusetts Bay Transportation Authority, Light Rail Operations
27. MassDOT, District 6, Highway Division
28. MassDOT, District 5, Highway Division
29. MassDOT, District 5, Highway Division
30. MassDOT, District 5, Highway Division
31. MassDOT, District 5, Highway Division
32. MassDOT, District 5, Highway Division
33. MassDOT, District 5, Highway Division
34. Massachusetts Port Authority, unit #5200, Administration