



## **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, July 9, 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  
Stacy DeBole, State Librarian  
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  
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 June, 2025 meeting Minutes. Hearing none, Mr. Ferreira moved to approve the June 4, 2025 meeting Minutes as submitted. Ms. Rush seconded Mr. Ferreira's motion and it was voted unanimously by roll call vote to approve the June 4, 2025 Records Conservation Board meeting Minutes.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, Dr. Warner was instructed to clarify a retention with the Berkshire County District Attorney's Office. Pen-and-ink changes were added to retentions on Pages 3 and 4, an Application from the Department of Mental Health, adding "From Case Closure" to each 20 year retention.

Dr. Warner then made a motion to approve the Applications for Destruction on Form RCB 2U, noting the pen-and-ink changes. Ms. Arthur 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 Wednesday, August 6 at 10:00 A.M.

The meeting adjourned at 10:20 A.M.

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

Please see below for the July agenda and list of documents discussed at the July meeting.

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

#### **Review of Applications for Destruction (see below)**

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

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

August 6, 2025 10:00 AM EST

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

1. Attorney General's Office, AGO/Municipal Law Unit
2. Berkshire District Attorney's Office, Finance/Operations
3. Department of Mental Health – Corrigan Mental Health Center
4. Lowell District Court, Dept. of Mental Health – Forensic Div., NEA Court Clinic
5. Framingham State University, Business Office
6. Framingham State University (FSU), Counseling Center
7. Massachusetts College of Art and Design, Counseling Center
8. Westfield State University, Banacas Academic Center
9. Westfield State University, Registrar's Office
10. Westfield State University, MASCAC
11. Haverhill Housing Authority
12. Manchester Housing Authority, Administrative
13. Executive Office of Housing & Livable Communities, Norton Housing Authority
14. Quincy Housing Authority
15. Wakefield Housing Authority

16. Stoughton Redevelopment Authority
17. Municipal Police Training Committee, Records Division
18. Massachusetts Port Authority, unit #5200
19. Massachusetts Port Authority, unit #5200