



## **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 5, 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  
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

#### **INVITED GUESTS:**

Sarah Demb, Massachusetts Bay Transportation Authority (MBTA)

The Chair observed the presence of a quorum.

After Dr. Warner asked if there were any additions, modifications or deletions to the February 2025 Minutes, Ms. DeBole made a motion to approve the Minutes as submitted. Ms. Rush seconded Ms. DeBole's motion and it was voted unanimously by roll call vote to approve the February 5, 2025 Records Conservation Board meeting Minutes.

The Board welcomed Ms. Demb and other staff From the MBTA.

The meeting was interrupted.

The meeting was terminated at 11:07 A.M.

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

Attachment: See March 5, 2025 Records Conservation Board Agenda 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:**

April 2, 2025 11:00 am EST

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

1. Public Employee Retirement Administration Commission
2. Attorney General's Office, Civil Investigation Division
3. Attorney General's Office, Medical Fraud Division
4. Attorney General's Office, AGO/Municipal Law Unit
5. Office of the Attorney General, Information Technology
6. Office of the Attorney General, Operations Division
7. District Attorney, Cape & Islands District, CPI/4210
8. District Attorney, Cape & Islands District, CPI/4210
9. Division of Banks, Legal
10. Division of Banks, Operations
11. Division of Occupational Licensure, DOL/OLC
12. EOHHS, DMH-Investigation Unit

13. Executive Office of Health and Human Services, DPH, BFHN/DCYSHN/MRT
14. Department of Public Health, BCHAP/CARH
15. Massachusetts Department of Public Health, DPIEC
16. Bridgewater State University Human Resources
17. Greenfield Community College, Information Technology
18. Bedford Housing Authority
19. Fall River Housing Authority
20. Holbrook Housing Authority
21. Worcester Housing Authority, Admissions
22. Executive Office of Housing and Livable Communities EOHLC, Office of the General Counsel
23. Executive Office of Labor and Workforce Development – EOL, Internal Control
24. MSLC/Mass Lottery Commission, Asset Control/Archive
25. Department of Correction, Fiscal Services
26. Department of Correction, LSH
27. Essex County Sheriff's Department, Middleton