



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, May 7, 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

INVITED GUEST:

Sarah Demb, Massachusetts Bay Transportation Authority (MBTA)

The Chair observed the presence of a quorum.

Dr. Warner noted that the March 5, 2025 meeting Minutes were not approved due to the meeting being interrupted. He made a motion to approve the March 5 meeting Minutes as submitted. Ms. Rush seconded Dr. Warner's motion and it was voted unanimously by roll call vote to approve the March 5, 2025 Records Conservation Board meeting Minutes, Mr. Gamer and Ms. Larkin abstaining.

After some discussion, Mr. Ferreira moved to approve the April 2, 2025 meeting Minutes as submitted. Ms. Hedderman seconded Mr. Ferreira's motion and it was voted unanimously by roll call vote to approve the April 2, 2025 Records Conservation Board meeting Minutes. Note that the Board approved the draft proposed amendments (C15-01 (a) to C15-01(g) inclusive and C15-02(a) to C15-02(g) inclusive) to the Statewide Records Retention Schedule provisionally approved on April 2, 2025.

The Board then welcomed Ms. Demb and colleagues to discuss a proposed amendment to the Statewide Records Retention Schedule. After an informative discussion, Dr. Warner made a motion to approve the suggested records series C15-03(a) through C15-03(g) inclusive. Mr. Ferreira seconded Dr. Warner's motion and the amendment to the Statewide Schedule was approved.

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 26, an Application from the Office of the Comptroller, correcting a retention. Two entries on Page 29, an Application from the Massachusetts Water Resources Authority, were lined out due to using a superseded Schedule. An entry on Page 46, an Application from the Department of Mental Health was lined out due to incorrect retentions and inclusive dates. An entry on Page 65, an Application from the Canton Housing Authority was lined out due to incorrect retention and inclusive dates. Dr. Warner then made a motion to approve the Applications for Destruction on Form RCB 2U, noting the pen-and-ink changes. Ms. Hedderman 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, June 4 at 10:00 A.M.

Dr. Warner made a motion to adjourn the meeting. Ms. Hedderman seconded Dr. Warner's motion and it was voted unanimously by roll call vote to adjourn.

The meeting adjourned at 10:46 A.M.

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

Attachments: See May 7, 2025 Records Conservation Board Agenda and the approved 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: Date of July meeting: July 2st or July 9th given holiday

Next Meetings Tentative:

June 4, 2025, 10:00 am EST

Application for Destruction Permission on Form RCB-2U

1. Administration and Finance, Department of Revenue
2. Administration and Finance, Department of Revenue
3. Administration and Finance, Department of Revenue
4. Administration and Finance, Department of Revenue
5. Administration and Finance, Department of Revenue
6. Administration and Finance, Department of Revenue
7. Administration and Finance, Department of Revenue
8. Public Employee Retirement Administration Commission
9. Attorney General's Office, AGO/Municipal Law Unit
10. Attorney General's Office, AGO/Municipal Law Unit
11. Attorney General's Office, Human Resources
12. Attorney General's Office, EEB/Environmental Crimes
13. Massachusetts Office of the Attorney General, AGO/EPD
14. Norfolk District Attorney's Office
15. Office of Campaign and Political Finance
16. Office of the Comptroller, Contract/Vendors/Non-Tax Revenue
17. Governor's Council Office
18. Massachusetts Water Resources Authority-MWRA
19. Massachusetts Water Resources Authority-MWRA
20. Division of Occupational Licensure
21. MDPH- Bureau of Environmental Health- Community Sanitation Program, CPS
22. Executive Office of Health and Human Services, Human Resources
23. Executive Office of Health and Human Services, Human Resources
24. Department of Developmental Services, Central Office- Legal
25. Department of Mental Health, Forensic Services-Court Clinic (BMC, 24 New Chardon St., Boston)
26. Department of Mental Health, Management & Budget
27. DMH New Bedford Site Office
28. MA Commission for the Blind, MCB Legal
29. Framingham State University, Business Office
30. Massachusetts Maritime Academy, Student Financial Services
31. Westfield State University, Registrar's Office
32. Massachusetts State Universities/Westfield State University, Student Affairs
33. Avon Housing Authority
34. Barnstable Housing Authority
35. Bridgewater Housing Authority
36. Canton Housing Authority

37. Canton Housing Authority
38. Hamilton Housing Authority
39. Lowell Housing Authority
40. Pepperell Housing Authority
41. Quincy Housing Authority
42. Executive Office of Housing & Livable Communities (EOHLC), Office of General Counsel
43. City of Greenfield: Franklin Hampshire Employment & Training Consortium, FHETC
44. City of Malden- records for Malden Redevelopment Authority, OSPCD
45. Executive Office of Public Safety & Security (MA Department of Correction), Communications
46. Department of Correction, Victim Services Unit
47. Public Safety- Department of Corrections, SBCC
48. Dukes County Sheriff's Office, Jail/HOC
49. Hampden County Sheriff's Office, Standards Department
50. Hampden County Sheriff's Office, Standards Department
51. Hampden County Sheriff's Office, Standards Department
52. Hampden County Sheriff's Office, Standards Department
53. Middlesex Sheriff's Office, Canteen/Commissary
54. Nantucket County Sheriff's Office, Civil Process
55. Secretary of the Commonwealth, Public Records Division
56. Secretary of the Commonwealth, Public Records Division
57. Massachusetts Bay Transportation Authority, Bus Maintenance
58. MassDOT, District 1, Highway Division
59. MassDOT, District 4, Highway Division

MBTA Operations Records Section for the MA Statewide Records Schedule

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

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

MBTA Operations Records Section for the MA Statewide Records Schedule

DRAFT C15-03 Bus Operations Records

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

Records informed by General Law 161A (41) and defined by 220 CMR 155 and 310 CMR 7.00 prepared by or on behalf of state or state agency public utilities, including fixed route bus systems subject to the jurisdiction of the Massachusetts Department of Public Utilities, the Massachusetts Department of Transportation and/or the MBTA. Includes all safety plan and audit records, safety training 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 inventories, inspection, and maintenance records.

C15-03 (a): Hazard, incident, or accident notifications to MA DPU/DOT and the FTA; investigation checklists and supporting documentation for submitted reports; triennial audit notices, routine CAP progress reports and supporting documentation, including annual safety plans submitted to MA DPU/DOT or the FTA.

Permanent.

C15-03 (b): Rolling stock vehicle maintenance and condition data including that held in asset management databases.

Retain six months after life or ownership of vehicle ends, whichever occurs sooner.

C15-03 (c): Dispatch logs records and scheduling data.

Retain until superseded or system upgrade/update.

C15-03 (d): Rolling stock and service vehicle periodic mileage and preventative maintenance inspection records; day and night task orders and work logs.

Retain until closure of any related findings from relevant triennial audit period.

C15-03 (e): Busway, bus stops, and bus berths maintenance and asset data.

Retain for life or ownership of asset.

C015-03 (f): Rolling stock daily circle checklists and cleaning logs.

Retain one year.

C15-03 (g): All other records.

Retain until administrative use ceases.

See also: RIC Transportation Schedule C01-09, Department of Transportation Schedule C10-14, and Public Utilities Schedule Section I