



## **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, September 3, 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 August, 2025 meeting Minutes. Hearing none, Mr. Ferreira moved to approve the August 6, 2025 meeting Minutes as submitted. Ms. Rush seconded Mr. Ferreira's motion and it was voted unanimously by roll call vote to approve the August 6, 2025 Records Conservation Board meeting Minutes, Ms. DeBole abstaining.

Dr. Warner reported back to the Board regarding whether there was any inquiry or request for information from the federal government regarding elections records in Massachusetts. He reminded the Board that the Elections Division of the Secretary of State's Office would not have submitted an

Application, being cognizant of Block #3 of the RCB 2U: “This confirms that the undersigned authorized signatory has personally reviewed the records listed below and confirms that these records are not the subject of any pending or actual litigation, litigation hold, audit or investigation.”

The Board intended to take up proposed amendments to the Statewide Records Retention Schedule from the Department of Elementary and Secondary Education (DESE). However, as no personnel were present at the meeting from that agency, Dr. Warner made a motion to table the proposed record series. Ms. Hedderman seconded Dr. Warner’s motion and it was voted unanimously by roll call vote to table the proposed amendments from DESE.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, Dr. Warner then made a motion to approve the Applications for Destruction on Form RCB 2U. Ms. Rush seconded Dr. Warner’s motion and it was voted unanimously by roll call vote to approve the RCB 2U’s.

The Board took up the agenda item to discuss retention of alternate media such as SharePoint and OneDrive. A wide-ranging and informative discussion ensued concerning the retention and accessibility of cloud-based records as well as written guidance from the Board such as the Electronic Records Management Guidelines and Joint Bulletins. The Board agreed to post this as an agenda item for the October meeting and to continue the discussion.

The Board then agreed that the next meeting will be Wednesday, October 1, 2025 at 10:00 A.M.

The meeting adjourned at 10:35 A.M.

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

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

## **Review of Prior Minutes**

## **Department of Elementary and Secondary Education Proposed Amendment to the Statewide Records Retention Schedule H05-09**

## **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:**

October 1, 2025, 10 AM EST

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

1. Essex North Site Office, Dept. of Mental Health
2. Bridgewater State University
3. Framingham State University, Business Office
4. Massachusetts Maritime Academy, Business Office
5. Massachusetts Maritime Academy, Business Office
6. Uxbridge Housing Authority
7. Massachusetts Water Resources Authority- MWRA, MIS/Administration
8. Massachusetts Water Resources Authority- MWRA, MIS/Administration
9. MA State Police, Administrative Services
10. Middlesex Sheriff's Office, Community Affairs
11. Secretary of the Commonwealth, Southeast District Office