



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, April 1, 2026 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

INVITED GUEST:

Jamie Joyce, Department of Correction

The Chair observed the presence of a quorum.

Dr. Warner asked if there were any additions, modifications or deletions to the March 2026 meeting Minutes. Ms. Hedderman then moved to approve the March 4, 2026 meeting Minutes. Ms. DeBole seconded Ms. Hedderman's motion and it was voted unanimously by roll call vote to approve the March 2026 Records Conservation Board meeting Minutes.

The Board then met with Ms. Joyce of the Department of Correction (DOC) to discuss a proposed amendment to the Statewide Records Retention Schedule, adding a record series to

J07-05, Inmate Six-Part Folder and Detainee Records, for Civil Commitments to Bridgewater State Hospital. A wide-ranging and informative discussion ensued concerning the nature of the records and an appropriate retention period, cross-referencing K06, Mental Health Inpatient Files and a statutory change to records previously permanently restricted. The Board instructed Dr. Warner to work with Ms. Joyce and DOC to revise the proposed record series including an in office retention and archival review before potential transfer to the Massachusetts Archives. DOC will look to have their revised proposal on the agenda of a future meeting.

The Board then continued the discussion regarding the retention of the approved Applications for Destruction on Form RCB 2U as well as the retention of the transmittal letter accompanying same. The Board examined the retentions of record series F06-01(e) and F06-01(f) (permanent in the State Archives and 10 years in agency, respectively) but could not reach consensus on the in office retention for agencies and constitutional offices. The Board agreed to continue the discussion, placing this on the agenda item of the May meeting.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, a pen-and-ink change was made to record series on Pages 22 and 23 an Application from Bridgewater State University. Dr. Warner then moved to table Pages 29 and 30, an Application from the Salisbury Housing Authority, due to errors in retention periods and inclusive dates. Ms. Arthur seconded Dr. Warner's motion and it was voted unanimously by roll call vote to table the Application from the Salisbury Housing Authority. A pen-and-ink change was made to page 39, an Application from the Middlesex Sheriff's Office correcting a record series. Mr. Ferreira then made a motion to accept the RCB 2U's, noting the pen-and-ink changes and the tabled Application. Ms. DeBole seconded Mr. Ferreira's motion and it was voted unanimously by roll call vote to approve the Applications for Destruction on Form RCB 2U as amended.

Mr. Gamer left the meeting at 10:56.

The Board did not have time to take up the agenda item to discuss electronic records management and media storage. That discussion will be on the agenda of the May meeting. Proposed edits to the Electronic Records Management Guidelines will be on the agenda of the May meeting as well.

The Board then agreed that the next meeting will be Wednesday, May 6, 2026 at 10:00 A.M.

The meeting adjourned at 11:07 A.M.

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

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

Review of Prior Minutes

Department of Correction Proposed Amendments to the Statewide Records Retention Schedule

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

Review of Instructions for RCB-2U submissions

Public Records Requests (Update)

Other Business:

Updates to media options for records retention. Review of proposed updates to the [Electronic Records Management Guidelines](https://www.sec.state.ma.us/divisions/archives/electronic-records-guidelines.htm) (https://www.sec.state.ma.us/divisions/archives/electronic-records-guidelines.htm)

Next Meetings Tentative:

May 6, 2026, 10 AM EST

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Application for Destruction Permission on Form RCB-2U

1. Executive Office of Administration and Finance, DCAMM
2. Executive Office of Administration and Finance, DCAMM
3. Executive Office of Administration and Finance, DCAMM
4. Office of the Attorney General, AGO/Budget
5. Bristol County District Attorney's Office, Appellate Division
6. Bristol County District Attorney's Office, Appellate Division
7. Eastern District Attorney's Office, Administration & Finance
8. Norfolk District Attorney's Office
9. Northwestern District Attorney
10. Bristol County Mosquito Control Project (SRMCB)
11. Massachusetts Department of Environmental Protection, BAS
12. Department of Telecommunication and Cable, Legal
13. EOHHS/MassHealth
14. Bridgewater State University, Grants/Sponsored Program
15. Chelsea Housing Authority
16. Ipswich Housing Authority
17. Salisbury Housing Authority
18. Uxbridge Housing Authority
19. MA Dept. of Correction - MCI-Framingham, MCI-F-Operations
20. Berkshire County Sheriff's Office, Finance
21. Middlesex Sheriff's Office, Victim Services
22. Massachusetts Bay Transportation Authority, DM-QCO