



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, August 5, 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 GUESTS:

Jamie Joyce, Department of Correction (DOC)
Sarah Demb, Massachusetts Bay Transportation Authority (MBTA)

The Chair observed the presence of a quorum.

The Minutes of the July 1, 2026 were reviewed. Dr. Warner asked if there were any additions, modifications or deletions to the July Minutes. Hearing none, Ms. Rush made a motion to accept the July Minutes as submitted. Mr. Ferreira seconded Ms. Rush's motion and it was voted unanimously by roll-call vote to accept the July 1, 2026 meeting Minutes. Dr. Warner had previously noted that the third paragraph on Page 2 of the June 3, 2026 meeting Minutes contained a duplicative phrase and needed clarification regarding the pen-and-ink changes. Dr.

Warner submitted the corrected June meeting Minutes for approval. Ms. Hedderman made a motion to approve the June 3, 2026 corrected meeting Minutes. Ms. DeBole seconded Ms. Hedderman's motion and it was voted unanimously by roll-call vote to accept the corrected June Minutes.

Dr. Warner noted that Ms. Jamie Joyce of the Department of Correction was not present at the meeting. The proposed record series from DOC will be on the agenda of the September 2, 2026 Records Conservation Board meeting.

The Board then welcomed Ms. Sarah Demb of the Massachusetts Bay Transportation Authority (MBTA) to discuss proposed amendments to the Statewide Records Retention Schedule. After an informative discussion about the records and their retentions Dr. Warner made a motion to table the proposed records series pending further clarification. Ms. Rush seconded Dr. Warner's motion and it was voted unanimously by roll-call vote to table the MBTA's amendments to the Statewide Schedule.

The Board then took up the discussion of the proposed edits to the Electronic Records Management Guidelines (ERMG) as well as a continuance of the discussion of Artificial Intelligence (AI) as used by information systems in state government. The Chair remarked that the Board had only recently received the red-line edits to the ERMG and should bring specific edits as well as suggestions for any omitted topics to be included in the document to future meetings of the Board. The Board had a wide-ranging discussion about Artificial Intelligence particularly the appropriateness of automated deletion of public records, and AI's use in state government. Mr. Ferreira suggested a presentation to the Board about AI by staff at the Executive Office of Technology Services and Security at a future meeting. In furtherance of that suggestion, Board members will bring questions about Artificial Intelligence to the September meeting.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, the Board requested that the Secretary contact the Executive Office of Health and Human Services regarding a possible typographical error in a records series description on Page 40. The following pen-and-ink changes were also made: Correcting a typo in a retention on Page 53, (an Application from the Saugus Housing Authority) and correcting a record series number on Page 55, (an Application from the Saugus Housing Authority) and on Page 65, lining out a record series from the Essex County Sheriff's Office due to an incorrect retention. Dr. Warner then made a motion to accept the RCB 2U's, noting the pen-and-ink changes. Mr. Ferreira seconded Dr. Warner's motion and it was voted unanimously by roll call vote to approve the Applications for Destruction on Form RCB 2U as amended.

The Board instructed the Secretary to have the proposed amendments to the Statewide Records Retention Schedule from the MBTA on the agenda of the September meeting.

The Board then agreed that the next meeting will be Wednesday, September 2, 2026 at 10:00 A.M.

The meeting adjourned at 11:03 A.M.

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

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

Review of Prior Minutes

Review of Proposed Amendment to the Statewide Records Retention Schedule from Department of Correction.

Review of Proposed Amendment to the Statewide Records Retention Schedule from Massachusetts Bay Transportation Authority.

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

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>)

Discussion of Retention of Artificial Intelligence Prompts

Next Meeting:

September 2, 2026, 10 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. Attorney General's Office, Fair Labor Division
9. AGO, Municipal Law Unit
10. AGO, Budget
11. Office of the Treasurer and Receiver General, Cash Management
12. Office of the Treasurer and Receiver General, Cash Management
13. Office of the Treasurer and Receiver General, Cash Management
14. Office of the Treasurer and Receiver General, Cash Management

15. Office of the Treasurer and Receiver General, Cash Management
16. Office of the Treasurer and Receiver General, Cash Management
17. Civil Service Commission
18. Executive Office of Health and Human Services, Dept. of Mental Health, Canton Office
19. EOHHS, Dept. Of Public Health, Catastrophic Illness in Children Relief Fund
20. EOHHS, DPH BFHN/DCYHSN
21. DPH, Office of the General Counsel
22. EOHHS, Human Resources
23. MA College of Art and Design
24. Westfield State Univ., Office of the Registrar
25. Marblehead Housing Authority
26. Mashpee Housing Authority
27. Rockport Housing Authority
28. Salem Housing Authority
29. Saugus Housing Authority
30. Springfield Housing Authority
31. Worcester Housing Authority
32. Worcester Housing Authority, Property Management
33. Department of Correction, DHR
34. DOC, MA Treatment Center
35. Essex County Sheriff, Middleton
36. Secretary of the Commonwealth, Public Records Division
37. MA Bay Transportation Authority