



## 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, December 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

#### INVITED GUESTS:

Patrick Genovese, Department of Elementary and Secondary Education (DESE)  
Rachel Goldberg, DESE

The Chair observed the presence of a quorum.

Dr. Warner asked if there were any additions, modifications or deletions to the November 2025 meeting Minutes. Hearing none, Ms. DeBole moved to approve the November 5, 2025 meeting Minutes as submitted. Mr. Ferreira seconded Ms. DeBole's motion seconded and it was voted unanimously by roll call vote to approve the November 2025 Records Conservation Board meeting Minutes.

The Board then took up proposed amendments to the Statewide Records Retention Schedule from DESE. An informative discussion ensued regarding the statutes of limitation of discrimination laws and accommodations for the Special Population of Students. After some further discussion Dr. Warner moved to approve the proposed amendments from the Department of Elementary and Secondary Education. Ms. DeBole seconded Dr. Warner's motion and it was voted unanimously by roll call vote to approve the proposed amendments from DESE, assigning them record series H05-09: K-12 State Student Assessment Materials.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, pen-and-ink changes were made to a record series on Page 5, an Application from the Executive Office of Health and Human Services, and to Page 17, an Application from the Office of the Inspector General correcting a record series. Dr. Warner then moved to approve the RCB 2U's. Ms. Hedderman seconded Dr. Warner's motion to approve the Applications for Destruction on Form RCB 2U, noting the pen-and-ink changes. It was voted unanimously by roll call vote to approve the RCB 2U's, as amended.

The Board then took up a public records request. Dr. Warner reported the request and response to Chair at the time it was received. At the meeting he reported out to the Board. The Board agreed to keep Public Records Requests on the agenda of future meetings.

The Board took up the agenda item to discuss electronic records management and media storage. The Board agreed to post this as an agenda item for the January meeting and to continue the discussion.

The Board then agreed that the next meeting will be Wednesday, January 7, 2026 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 December agenda and list of items discussed at the December 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:**

January 7, 2026, 10 AM EST

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

1. Department of Environmental Protection, BAS
2. Department of Developmental Services, Franklin/Hampshire Area Office
3. Executive Office of Health and Human Services, Human Resources
4. Gloucester Housing Authority, Administrative
5. Lynn Housing Authority, Compliance
6. Office of the Inspector General, Operations
7. Office of the Inspector General, Operations
8. Office of the Inspector General, Operations
9. Office of the Inspector General , Operations
10. Office of the Inspector General, Operations
11. Middlesex Sheriff's Office, Canteen/Commissary
12. Office of the Secretary of the Commonwealth of Massachusetts, Elections Division
13. Massachusetts Bay Transportation Authority, DM-QCO