



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, February 5, 2025 at 11:00 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.

After Dr. Warner asked if there were any additions, modifications or deletions to the January 2025 Minutes, Ms. DeBole made a motion to approve the Minutes as submitted. Ms. Hedderman seconded Ms. DeBole's motion and it was voted unanimously by roll call vote to approve the January 8, 2025 Records Conservation Board meeting Minutes.

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 31, an Application from the Fall River Housing Authority, correcting a record series. Dr. Warner then made a motion to approve the RCB 2U's as submitted. Ms. Rush seconded Dr. Warner's motion and it was voted unanimously by roll call vote to approve the Applications for Destruction, noting the pen-and-ink change.

The Board then agreed that the next meeting will be March 5 at 11:00 A.M.

The meeting adjourned at 10:21 A.M.

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

Attachment: See February 5, 2025 Records Conservation Board Agenda 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

Next Meetings Tentative:

March 5, 2025 11:00 am EST

April 2, 2025 11:00 am EST

Application for Destruction Permission on Form RCB-2U

1. Public Employee Retirement Administration Commission
2. Attorney General's Office, Civil Investigation Division
3. Attorney General's Office, Medical Fraud Division
4. Attorney General's Office, AGO/Municipal Law Unit
5. Office of the Attorney General, Information Technology
6. Office of the Attorney General, Operations Division
7. District Attorney, Cape & Islands District, CPI/4210
8. District Attorney, Cape & Islands District, CPI/4210
9. Division of Banks, Legal
10. Division of Banks, Operations
11. Division of Occupational Licensure, DOL/OLC
12. EOHHS, DMH-Investigation Unit

13. Executive Office of Health and Human Services, DPH, BFHN/DCYSHN/MRT
14. Department of Public Health, BCHAP/CARH
15. Massachusetts Department of Public Health, DPIEC
16. Bridgewater State University Human Resources
17. Greenfield Community College, Information Technology
18. Bedford Housing Authority
19. Fall River Housing Authority
20. Holbrook Housing Authority
21. Worcester Housing Authority, Admissions
22. Executive Office of Housing and Livable Communities EOHLIC, Office of the General Counsel
23. Executive Office of Labor and Workforce Development – EOL, Internal Control
24. MSLC/Mass Lottery Commission, Asset Control/Archive
25. Department of Correction, Fiscal Services
26. Department of Correction, LSH
27. Essex County Sheriff's Department, Middleton