



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 4, 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

The Chair observed the presence of a quorum.

Dr. Warner asked if there were any additions, modifications or deletions to the January 2026 meeting Minutes. Ms. DeBole then moved to approve the January 7, 2026 meeting Minutes. Ms. Hedderman seconded Ms. DeBole's motion and it was voted unanimously by roll call vote to approve the January 2026 Records Conservation Board meeting Minutes.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, pen-and-ink changes were made to record series on Page 4, an Application from the Cape & Islands District Attorney's Office including the phrase "After final disposition," to Page 23, an Application from Framingham State University including that name at the top of the page, and to pages

39 and 40, an Application from the Massachusetts State 911 Department, lining out administrative use records series numbers and descriptions. After some discussion Dr. Warner made a motion to accept the RCB 2U's, noting the pen-and-ink changes. Ms. DeBole 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 discussed the instructions for completion of the Form RCB 2U and the transmittal letter that accompanies the approved Applications. The Board instructed the Secretary to include both documents on the agenda of the March meeting for discussion.

The Board took up the agenda item to discuss electronic records management and media storage. There was a discussion about edits to existing Supervisor of Records/Records Conservation Board documents. The Board agreed to post this as an agenda item for the March meeting and to continue the discussion.

The Board then agreed that the next meeting will be Wednesday, March 4, 2026 at 10:00 A.M.

The meeting adjourned at 10:41 A.M.

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

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

Review of Prior Minutes

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:

February 4, 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. Administration and Finance, Department of Revenue
9. Administration and Finance, Department of Revenue
10. Administration and Finance, Department of Revenue
11. Plymouth County District Attorney's Office
12. Office of the State Auditor, Legal
13. Office of the State Treasurer, Office of Economic Empowerment
14. Massachusetts Department of Environmental Protection, BAS
15. Massachusetts Water Resources Authority, MIS/Administration
16. Massachusetts Water Resources Authority-MWRA, MIS/Administration
17. Executive Office of Health and Human Services, Human Resources
18. Executive Office of Health and Human Services, Human Resources
19. Department of Mental Health, Boston Licensing Division
20. Westfield State University Police, Public Safety
21. Sudbury Housing Authority
22. Woburn Housing Authority
23. Executive Office of Labor and Workforce Development – EOL
24. Department of Correction, Fiscal Services
25. Massachusetts Department of Correction, Property Dept.
26. Massachusetts Department of Correction, Support Services
27. Bristol County Sheriff
28. Hampden County Sheriff's Office, Standards Department
29. Hampden County Sheriff's Office, Standards Department
30. Hampden County Sheriff's Office, Standards Department
31. Hampden County Sheriff's Office, Standards Department
32. Municipal Police Training Committee, Records Division
33. MassDOT, District 6, Highway Division