



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, January 7, 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 December 2025 meeting Minutes. Ms. Arthur pointed out that a phrase was repeated twice in a sentence. Dr. Warner noted that the Minutes would be corrected. Ms. Arthur then moved to approve the December 3, 2025 meeting Minutes as corrected. Ms. DeBole seconded Ms. Arthur's motion and it was voted unanimously by roll call vote to approve the corrected December 2025 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 a record series on Page 13, an Application from the Executive Office of Administration & Finance, correcting a record series; to Page 21, an Application from the Plymouth County District Attorney's Office correcting a record series; to Page 30, an Application from the Executive Office of Health and Human Services correcting a record series and to Page 39, an Application from the Woburn Housing Authority. After some discussion Dr. Warner made a motion to table an Application from the Sudbury Housing Authority, pending clarification. Ms. DeBole seconded Dr. Warner's motion and it was voted unanimously by roll call vote to table the application from the Sudbury Housing Authority. Dr. Warner then moved to approve the RCB 2U's, noting the pen-and-ink changes. Ms. Hedderman seconded Dr. Warner's motion to approve the Applications for Destruction on Form RCB 2U. 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. There was a wide-ranging and informative discussion in particular about third-party storage vendors, storage options and the balance between accessibility and privacy. The Board agreed to post this as an agenda item for the February meeting and to continue the discussion.

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

The meeting adjourned at 10:55 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 January 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