



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 8, 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

The Chair observed the presence of a quorum.

After Dr. Warner asked if there were any additions, modifications or deletions to the December 2024 Minutes, Ms. Rush made a motion to approve the Minutes as submitted. Ms. DeBole seconded Ms. Rush's motion and it was voted unanimously by roll call vote to approve the December 4, 2024 Records Conservation Board meeting Minutes.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, Dr. Warner made a motion to approve the RCB 2U's as submitted. Ms. DeBole seconded Dr. Warner's motion and it was voted unanimously by roll call vote to approve the Applications for Destruction.

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

The meeting adjourned at 10:15 A.M.

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

Attachment: See January 8, 2025 Records Conservation Board Agenda for the list of documents used at the meeting.

AGENDA

Review of Prior Minutes

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

Public Records Requests (Update)

Other Business

Next Meetings Tentative:

TBD

Application for Destruction Permission on Form RCB-2U

1. Public Employee Retirement Administration Commission
2. Public Employee Retirement Administration Commission
3. Public Employee Retirement Administration Commission
4. Attorney General's Office, CPD
5. Attorney General's Office, GCO
6. Attorney General's Office, GCO
7. Attorney General's Office, GCO
8. Attorney General's Office, Human Resources Division
9. AGO – Fair Labor Division, AGO-FLD
10. Office of the Comptroller, Legal
11. The Office of the Comptroller

12. Plymouth County District Attorney's Office, Main Office
13. Division of Banks, Legal
14. Division of Banks, Licensing/Banks & CUs
15. Division of Banks, Operations
16. Division of Banks, Operations
17. Division of Insurance
18. Department of Youth Services, CIC
19. Massachusetts Bay (MassBay) Community College, Admissions
20. Dudley Housing Authority
21. Worcester Housing Authority, Leased Housing Dept.
22. Department of Correction, Classification Division
23. Department of Correction, DHR
24. Department of Correction, MassCor Fiscal
25. MA Dept. of Correction – MCI Framingham, MCI-F Operations
26. Bristol County Sheriff