



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, June 3, 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

INVITED GUEST:

Jamie Joyce, Department of Correction

The Chair observed the presence of a quorum.

Dr. Warner, after noting that on the agenda of the June meeting the proposed date of the July meeting should be July 1, not July 2nd, asked if there were any additions, modifications or deletions to the May 2026 meeting Minutes. Ms. DeBole then moved to approve the May 6, 2026 meeting Minutes. Ms. Rush seconded Ms. DeBole's motion and it was voted unanimously by roll call vote to approve the May 2026 Records Conservation Board meeting Minutes.

The Board then met with Ms. Joyce of the Department of Correction (DOC) to discuss a proposed amendment to the Statewide Records Retention Schedule, adding a record series to J07-05, Inmate Six-Part Folder and Detainee Records for Civil Commitments to Bridgewater State Hospital. A wide-ranging and informative discussion ensued concerning the nature of the records and an appropriate retention period, cross-referencing K06, Mental Health Inpatient Files and a statutory change to records previously permanently restricted. The Board sought clarification on the retentions of the entire J07-05 series, questioning whether the proposed records series (J07-05(e)) should include the phrase, “20 years in office after final release,” but also how the retentions for the other series are determined. After some further discussion Dr. Warner made a motion to table the proposed amendment from DOC, pending clarification from DOC. Ms. DeBole seconded Dr. Warner’s motion and it was voted unanimously by roll-call vote to table the proposed amendment. DOC will look to have their revised proposal on the agenda of a future meeting.

The Board then took up the discussion of the proposed edits to the Electronic Records Management Guidelines, noting that the draft edits would be included in the packet of a future meeting. The Board agreed to continue the discussion of the updated Electronic Records Management Guidelines when the edits have been circulated to the Board.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, pen-and-ink changes were made correcting record series on Pages 5 and 6, an Application from the Office of the Attorney General; lining out a records series on Page 18, an Application from Westfield State University; to records series and a retention on Page 22, an Application from the Beverly Housing Authority; lining out a record series on Page 26, an Application from the Canton Housing Authority; correcting Record series on Page 35, an Application from the Winchester Housing Authority; and to Pages 40 and 41, correcting record series in an Application from the Department of State Police. Dr. Warner then moved to then 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 then took up the language of the transmittal letter that accompanies approved Applications. After some discussion, the Board agreed to include the sentence, “To avoid rejection of future submissions consult the current Statewide Records Retention Schedule: [link], as well as the RCB 2U Instructions: [link].”

Ms. DeBole left the meeting at 10:59.

The Board agreed to continue the discussion of Massachusetts General Law Chapter 6E at its next meeting.

Dr. Warner then introduced an email from Massachusetts Bay Transit Authority records manager Sarah Demb, inquiring about the retention for Artificial Intelligence prompts. A discussion ensued, which the Board agreed to continue at the next meeting.

The Board then agreed that the next meeting will be Wednesday, July 1, 2026 at 10:00 A.M.

The meeting adjourned at 11:09 A.M.

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

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

Review of Prior Minutes

Discussion of Department of Correction Proposed Amendment J07-05(e)

Review of Applications for Destruction

Review of Proposed Updates to Electronic Records Management Guidelines

Discussion of Retention of Approved RCB-2U's and Transmittal Letter

Discussion of MGL 6E MA Officers Standards and Training Commission

Public Records Requests (Update)

Next Meetings Date:

TBD July 2nd or 9th, 2026, 10 AM EST

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Application for Destruction Permission on Form RCB-2U

1. Attorney General's Office, Information Services Division, AGO/ISC
2. AGO – Fair Labor Division, AGO-FLD
3. Massachusetts Office of the Attorney General, AGO/GED
4. Office of the Inspector General, Operations
5. MA Office of the Inspector General, Operations Bureau
6. Department of Mental Health, DMH/Central Office
7. Executive Office of Health and Human Services, Human Resources
8. Health and Human Services, Department of Public Health, Catastrophic Illness in Children Relief Fund
9. Executive Office of Health and Human Services, DPH Pappas Rehabilitation Hospital for Children
10. Health Policy Commission, Office of Patient Protection
11. Massachusetts State Universities, Westfield State University, Student Affairs
12. Beverly Housing Authority

13. Beverly Housing Authority
14. Canton Housing Authority
15. Canton Housing Authority
16. Georgetown Housing Authority
17. Gloucester Housing Authority
18. Salisbury Housing Authority
19. Winchester Housing Authority
20. Worcester Housing Authority, Admissions
21. Worcester Housing Authority, Finance/Accounting
22. MA State Police