



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, March 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 February 2026 meeting Minutes. Ms. Hedderman then moved to approve the February 4, 2026 meeting Minutes. Mr. Ferreira seconded Ms. Hedderman's motion and it was voted unanimously by roll call vote to approve the February 2026 Records Conservation Board meeting Minutes.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, Dr. Warner moved to table an Application from the Public Employee Retirement Administration Commission on Page 4 due to errors in the retention period and inclusive dates. Ms. DeBole seconded Dr. Warner's motion and it was voted unanimously by roll call vote to table the Application from PERAC.

After some further discussion a pen-and-ink change was made to a record series on Page 11, an Application from the Worcester District Attorney's Office. Dr. Warner then moved to table Pages 22 and 23, an Application from the Department of Mental Health, due to errors in the retention period and inclusive dates. Mr. Ferreira seconded Dr. Warner's motion and it was voted unanimously by roll call vote to table the Application from DMH. Dr. Warner then made a motion to accept the RCB 2U's, noting the pen-and-ink change and the tabled Applications. 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 concluded that no changes are needed for the instructions to complete the RCB 2U. Language to clarify the transmittal letter will be taken up at the April meeting.

The Board took up the agenda item to discuss electronic records management and media storage. Proposed edits to the Electronic Records Management Guidelines will be on the agenda of the April meeting for discussion.

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

The meeting adjourned at 10:36 A.M.

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

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

Review of Prior Minutes

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

Review of Instructions for RCB-2U submissions

Public Records Requests (Update)

Other Business:

Updates to media options for records retention. Review of proposed updates to the [Electronic Records Management Guidelines](https://www.sec.state.ma.us/divisions/archives/electronic-records-guidelines.htm) (<https://www.sec.state.ma.us/divisions/archives/electronic-records-guidelines.htm>)

Next Meetings Tentative:

April 1, 2026, 10 AM EST

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. Public Employee Retirement Administration Commission
5. Public Employee Retirement Administration Commission
6. Public Employee Retirement Administration Commission
7. Office of the Attorney General, Charities Division
8. Norfolk District Attorney's Office, NDAO
9. Worcester District Attorney's Office, Public Records
10. Worcester District Attorney's Office, Public Records
11. Office of the State Auditor, DLM
12. Office of the State Auditor, Division of Local Mandates
13. Division of Banks, Operations
14. Executive of Energy and Environmental Affairs, Fish & Games/NHPSE
15. State Ethics Commission, Executive Administration
16. DMH New Bedford Site Office
17. Executive Office of Health and Human Services-Department of Mental Health-Office of Investigations
18. Executive Office of Health and Human Services, Human Resources
19. Framingham State University, Legal and Government Affairs
20. UMass Chan Medical School, Drugs of Abuse Laboratory
21. Westfield State University, Office of the Registrar
22. Massachusetts Department of Correction, MASAC @ Plymouth