



**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, May 6, 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 GUESTS:**

James O'Brien, Municipal Police Training Committee  
Jennifer Sears, Municipal Police Training Committee

The Chair observed the presence of a quorum.

Dr. Warner asked if there were any additions, modifications or deletions to the April 2026 meeting Minutes. Mr. Ferreira then moved to approve the April 1, 2026 meeting Minutes. Ms. Hedderman seconded Mr. Ferreira's motion and it was voted unanimously by roll call vote to approve the April 2026 Records Conservation Board meeting Minutes.

The Board then met with Ms. Sears and Mr. O'Brien of the Municipal Police Training Committee (MPTC) to discuss a proposed amendments to the Statewide Records Retention Schedule, adding record series and modifying retentions for existing series. An informative discussion ensued concerning the nature of the records and appropriate retentions, with Dr. Warner noting that MPTC's section of the Statewide Schedule is numbered out of sequence and lacks amplifying detail in the records descriptions. After some further discussion, Dr. Warner moved to table the proposed amendments to the Statewide Records Retention Schedule pending clarification and coordination with MPTC. Ms. Rush seconded Dr. Warner's motion and it was unanimously voted by roll call vote to table MPTC's proposed amendments.

Ms. DeBole left the meeting at 10:31 AM.

The Board then began a general discussion of police training and the records associated with that activity. Dr. Warner mentioned that Chapter 6E of the Massachusetts General Laws, passed in 2020 deals with that subject. The Board agreed to continue the discussion of police officer training at the June meeting.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, Dr. Warner moved to table Page 3, an Application from the Department of Public Health, (DPH) Bureau of Health Professional Licensure, due to an incorrect record series and retention.

Ms. DeBole returned to the meeting at 10:47 AM.

Mr Ferreira seconded Dr. Warner's motion and it was voted unanimously by roll call vote to table the Application from DPH, Ms. DeBole abstaining. The Board then discussed Page 45, an Application to destroy damaged and contaminated files from the Massachusetts Bay Transportation Authority, with the Board calling on MBTA staff (Ms. Demb and Ms. Anderson) present at the meeting for comment. Dr. Warner then made a motion to accept the RCB 2U's, noting the tabled Application. Mr. Ferreira seconded Dr. Warner's motion and it was voted unanimously by roll call vote to approve the Applications for Destruction on Form RCB 2U.

Dr. Warner then began a discussion of the transmittal letter that accompanies approved RCB 2U's until an alert Board member pointed out that that item had not been added to the May agenda. The Board then agreed to place the discussion of the transmittal document and the suggested retention for agency copies of the approved RCB 2U's on the agenda of the June meeting.

The Board did not have time to take up the agenda item to discuss electronic records management and media storage. That discussion will be on the agenda of the June meeting. Proposed edits to the Electronic Records Management Guidelines will be on the agenda of the June meeting as well.

The Board then agreed that the next meeting will be Wednesday, June 3, 2026 at 10:00 A.M.

The meeting adjourned at 11:11 A.M.

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

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

**Review of Prior Minutes**

**Proposed records change Municipal Police Training Committee**

**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:**

June 3, 2026, 10 AM EST

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**Application for Destruction Permission on Form RCB-2U**

1. Norfolk District Attorney's Office, Financial
2. Department of Public Health, Bureau of Health Professional Licensure, Compliance Unit
3. Executive Office of Health and Human Services/DPH, BFHN/DCYSHN/MRT
4. Health and Human Services, Department of Public Health, Catastrophic Illness in Children Relief Fund
5. Executive Office of Health and Human Services, Human Resources
6. Health and Human Services, DDS
7. DDS, Brockton
8. DMH New Bedford Site Office
9. Bridgewater State University, Student Accounts
10. Bridgewater State University, Student Accounts Office
11. Arlington Housing Authority
12. Middleborough Housing Authority
13. Winchester Housing Authority
14. Executive Office of Housing and Livable Communities (EOHLC), Office of General Counsel
15. Executive Office of Housing and Livable Communities (EOHLC), Office of General Counsel

16. City of Greenfield: Franklin Hampshire Employment & Training Consortium, FHETC
17. Department of Correction, Treasurer Office
18. Department of Fire Services, Legal Office
19. Massachusetts Bay Transportation Authority, DM-QCO
20. MassDOT, District 1, Highway Division
21. MassDOT, District 2, Highway Division