



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, November 5, 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

INVITED GUEST:

Carrie Benedon, Office of the Attorney General, Division of Open Government

The Chair observed the presence of a quorum.

Dr. Warner asked if there were any additions, modifications or deletions to the October 2025 meeting Minutes. Hearing none, Ms. Rush moved to approve the October 1, 2025 meeting Minutes as submitted. Mr. Gamer seconded Ms. Rush's motion and it was voted unanimously by roll call vote to approve the October 1, 2025 Records Conservation Board meeting Minutes, Mr. Ferreira abstaining.

The Board then welcomed Ms. Benedon for a presentation on the Open Meeting Law. With accompanying slides, Ms. Benedon conducted informative training entitled: "Open Meeting Law, Balancing Government Transparency with Government Efficiency." Ms. Benedon discussed Open Meeting Law certification, the basics of the law, definitions of a Public Body, a Sub Committee, Quorum and Deliberation. She gave the definition of a Meeting and spoke about Accessibility at meetings, what constitutes an Executive Session and their purpose. Ms. Benedon discussed Meeting Minutes, gave out contact information for the Division of Open Government and welcomed questions. A discussion with the Board and Ms. Benedon ensued, regarding procedures versus the operations of a public body. The Board then thanked Ms. Benedon for her presentation as well as Ms. Rush and Chair Hedderman for facilitating it.

The Board then took up the Applications for Destruction on Form RCB 2U. After some discussion, pen-and-ink changes were made to record series on pages 12 and 13, an Application from the Executive Office of Health and Human Services, correcting a retention period. Dr. Warner then made a motion to table an Application on Pages 33 and 34 from Westfield State University, as Block #3 was not signed. Ms. Debole seconded Dr. Warner's motion and it was unanimously by roll call vote to table the Application from Westfield State University. Pen-and-ink changes were made to Pages 38 and 39, an Application from the Granby Housing Authority, lining out incorrect record series. After some further discussion, Dr. Warner then made a motion to approve 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 RCB 2U's, noting the changes.

The Board took up the agenda item to discuss electronic records management. An informative and wide-ranging discussion occurred. The Board discussed media options, whether the Joint Supervisor/Records Conservation Board Bulletins need to be updated as well as cloud-based systems and metadata changes to Portable Document Format (PDF) records. The Board agreed to post this as an agenda item for the December meeting and to continue the discussion.

The Board then agreed that the next meeting will be Wednesday, December 3, 2025 at 10:00 A.M.

The meeting adjourned at 10:49 A.M.

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

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

Review of Prior Minutes

Refresher Open Meeting Law - Carrie Benedon, Division of Open Government (AGO)

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:

December 3, 2025, 10 AM EST

Application for Destruction Permission on Form RCB-2U

1. Attorney General's Office, CPD
2. Attorney General's Office, AGO/Municipal Law Unit
3. Suffolk County District Attorney's Office, Appeals Unit
4. Suffolk County District Attorney's Office, Appeals Unit
5. Suffolk County District Attorney's Office, Appeals
6. Office of the State Auditor, Legal/DLM
7. Office of the State Auditor, Legal
8. Executive Office of Health and Human Services, Human Resources
9. Department of Developmental Services, Central Office - Legal
10. Department of Developmental Services, Central Office – Legal
11. Department of Developmental Services, Hogan Regional Center Legal
12. Department of Mental Health, Forensic Services, Fall River District Court
13. Western Massachusetts Hospital, DPH
14. Bridgewater State University, Human Resources
15. Framingham State University, Office of the Provost
16. Massachusetts College of Art and Design, Business Office
17. Massachusetts Maritime Academy, Student Services/Health Service
18. Mount Wachusett Community College, Records
19. Westfield State University, Financial Aid Office
20. Westfield State University, Office of the Registrar
21. Essex Housing Authority, Administrative
22. Granby Housing Authority
23. Lancaster Housing Authority
24. Lancaster Housing Authority
25. Lowell Housing Authority, Finance
26. Executive Office of Labor and Workforce Development, Dept of Unemployment Assistance
27. Worcester County Sheriff's Office, SDW