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The Commonwealth of Massachusetts

William Francis Galvin
Secretary of the Commonwealth
Records Conservation Board – Massachusetts Archives at Columbia Point
220 Morrissey Blvd., Boston, Massachusetts 02125-3384
Email: rcb@sec.state.ma.us
Website: www.sec.state.ma.us/arc/arcrmu/rmuidx.htm
Phone: 617-727-2816 Fax: 617-288-8429

FORM RCB-2U – UNIVERSAL APPLICATION FOR DESTRUCTION PERMISSION (PAPER AND ELECTRONIC)

IMPORTANT! Your Agency must submit this form to request permission to destroy the last copy of a record as authorized by its applicable retention schedule. This form replaces forms RCB-2 and RCB-2E. You do not need to submit a form to destroy records designated ADMINISTRATIVE USE.

1. Destruction Permission for: Executive Office of Public Safety & Security
Agency, Authority, Executive Office

Department of State Police

Subdivision of Agency, Authority, or Executive Office

2. Total approximate volume of records to be destroyed (boxes, file drawers, cubic feet, megabytes, gigabytes, number of electronic records, etc.):

115 Banker Boxes

3. Are these records stored at the State Records Center? ☐ YES ☒ NO

4. Name and phone number of person whom the RCB may contact to discuss the contents of this application:

Deborah J. Brodeick

508 820-2146

Print or Type Name

Phone

470 Worcester Road, Framlingham, MA 01702

Address

5. I certify that the records listed below are eligible for destruction under the applicable retention schedule as cited below, and are not the subject of any litigation hold or pending or actual audit or investigation.

Deborah J. Brodeick

508-820-2146

Print or Type Name

Phone

DO NOT USE THIS SPACE (RCB USE ONLY)

APPROVALS:

Pursuant to the provisions of M.G.L. c. 30, § 42, as most recently amended, the Records Conservation Board hereby grants permission to destroy the records listed in this application under the Disposal Schedule(s) above.

RECORDS CONSERVATION BOARD

Chairman

Secretary

1 / 1 / 1
Date of approval

TABLED
PENDING AUDIT
5/2/18
3/27/18

Applicable Schedule	Section	Description of Record	Retention Period	Inclusive Dates (MM/YY - MM/YY)
01-17	D2-4b	Fiscal Audit Records	6 years	01/00-12/04
01-17	D4-03(a)	Time and Attendance Records 1:Fiscal/Payroll	6 years	2010-2012 11
01-17	D1-08	Bank and Cash Records	3 years	2009-2013
01-17	D1-10	Billing and Collections Records	3 years	2009-2013
01-17	D1-07	Routine Accounting Records	3 years	2001-2013

Please list additional records on a separate sheet(s).

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1. Destruction Permission for: Department of State Police / EOPSS
Agency, Authority, Executive Office
State Police Human Resources Section
Subdivision of Agency, Authority, or Executive Office
2. Total approximate volume of records to be destroyed (boxes, file drawers, cubic feet, megabytes, gigabytes, number of electronic records, etc.):
40 Large Banker's Boxes (10"H x 12"W x 24"D); 50-75 lbs. each
3. Are these records stored at the State Records Center? ☐ YES ☒ NO
4. Name and phone number of person whom the RCB may contact to discuss the contents of this application:
Joanne Carney 508-820-2342
Print or Type Name Phone
Dept. of State Police, 470 Worcester Road, Framingham, MA 01702
Address
5. I certify that the records listed below are eligible for destruction under the applicable retention schedule as cited below, and are not the subject of any litigation hold or pending or actual audit or investigation.
Shawn Givhan 508-820-2656 4/18/18
Print or Type Name Phone Date

DO NOT USE THIS SPACE (RCB USE ONLY)

APPROVALS:

Pursuant to the provisions of M.G.L. c. 30, § 42, as most recently amended, the Records Conservation Board hereby grants permission to destroy the records listed in this application under the Disposal Schedule(s) above.

RECORDS CONSERVATION BOARD

Chairman

Secretary

Date of approval

TABLED PENDING
AUDIT
5/2/18

Applicable Schedule	Section	Description of Record	Retention Period	Inclusive Dates (MM/YY - MM/YY)
01-17	D2-4b	Fiscal Audit Records	6 years	01/00-12/04
01-17	D01-11b	Claims and Disbursement Records 2: All Other	3 years	07/08-03/15
01-17	E02-3b	Recruitment and Hiring Records: Non-Executive	3 years	01/07-12/11
01-17	E05-03c	Personnel Action Records: All Other Records	6 years	01/07-12/11
01-17	E04-05d	Employee Records: All Other Records	6 years	07/92 -12/11
01-17	E02-05	Recruitment and Hiring Records (Retiree 1-9s)	1 year	07/92-12/16

Please list additional records on a separate sheet(s).

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Records Conservation Board – Massachusetts Archives at Columbia Point

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TABLED
10/3 JH
RR
PENDING AUDIT

FORM RCB-2U – UNIVERSAL APPLICATION FOR DESTRUCTION PERMISSION (PAPER AND ELECTRONIC)

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1. Destruction Permission for: Executive Office of Public Safety, Mass. State Police
Agency, Authority, Executive Office

Troop F - Logan Airport

Subdivision of Agency, Authority, or Executive Office

2. Total approximate volume of records to be destroyed (boxes, file drawers, cubic feet, megabytes, gigabytes, number of electronic records, etc.):
12 File boxes

4. Name and phone number of person whom the RCB may contact to discuss the contents of this application:

Major Charles Atchison

617-568-7555

Print or Type Name

Phone

2 Service Road, East Boston, MA 02128

Address

5. I certify that the records listed below are eligible for destruction under the applicable retention schedule as cited below, and are not the subject of any litigation hold or pending or actual audit or investigation.

Joanne Carney


508-820-2342

9/14/18

Print or Type Name

Phone

Date

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APPROVALS: Pursuant to the provisions of M.G.L., c. 30, § 42, as most recently amended, the Records Conservation Board hereby grants permission to destroy the records listed in this application under the Disposal Schedule(s) above.	
RECORDS CONSERVATION BOARD	
 Chairman	
Secretary	
/ / Date of approval	

Applicable Schedule	Section	Description of Record	Retention Period	Inclusive Dates (MM/YY - MM/YY)
06-18	D2-4b	Fiscal Audit Records	6 years	01/00-12/04
06-18	D4-5	Payroll Administrative Records - Detail assignment she	6 years	2009-2012 (Augus
06-18	D4-5	Payroll Administrative Records - Roster Assignment St	6 years	2009-2012 (Augus

Please list additional records on a separate sheet(s).