



## **The Commonwealth of Massachusetts**

William Francis Galvin, Secretary of the Commonwealth  
Records Conservation Board

### **Members**

State Librarian  
Attorney General's Office  
Comptroller of the Commonwealth  
Executive Office of Administration & Finance  
Supervisor of Records  
Archivist of the Commonwealth

## **AGENDA**

**November 2, 2016**

### **Review of Minutes from Prior Meeting**

### **New Business**

Proposed Revision of Statewide Records Retention Schedule Sections B5-3 (Litigation Case Files) and B5-6 (Tort Claim Records) to accommodate Medical Records subject to HIPPA.

### **Review of Destruction and Transfer of Records Forms**

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

1. Administration & Finance, Department of Revenue, Audit – Business Income
2. Administration & Finance, Department of Revenue, Audit - Desk Audit
3. Administration & Finance, Department of Revenue, Audit – Filing Enforcement
4. Office of the Attorney General, Public Protection and Advocacy Bureau, Fair Labor Division
5. Office of the Comptroller
6. District Attorney's Office, Bristol County
7. District Attorney's Office, Bristol County
8. Energy & Environmental Affairs, Department of Agricultural Resources, Division of Crop & Pest Services
9. Health & Human Services, Department of Developmental Services, Central West Region/1100
10. Health & Human Services, DMH/Department of Mental Health
11. Health & Human Services, DPH, Western Massachusetts Hospital
12. Housing & Community Development, Andover Housing Authority
13. Housing & Community Development, Ayer Housing Authority
14. Housing & Community Development, Barre Housing Authority
15. Housing & Community Development, Sharon Housing Authority
16. Housing & Economic Development, Dept of Housing & Community Development, Community Services Division
17. Massachusetts Board of Library Commissioners
18. Massachusetts Department of Transportation, Highway District 1
19. Massachusetts Department of Transportation, Highway Division
20. Massachusetts Department of Transportation, Highway Division RMV Worcester
21. Massachusetts Department of Transportation, Registry of Motor Vehicles

## Records Conservation Board Agenda

22. Massachusetts Department of Transportation, Registry of Motor Vehicles (New Bedford)
23. Massachusetts Water Resources Authority (Finance)
24. Massport, Capital Programs Unit 5120
25. Massport, Legal Department Unit 5040
26. Massport, Unit 5040 Legal Department
27. Public Safety & Security, Massachusetts State Police, Division of Field Services

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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: Massachusetts State Police  
*Agency, Authority, Executive Office*

Division of Field Services  
*Department, Division, Unit, etc.*

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

73 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:

Joanne Carney

508-820-2342

*Print or Type Name*

*Phone*

470 Worcester Rd Framingham

*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.

EDUARDO ARANDA

*Print or Type Name*

*Phone*

Eduardo Aranda

*Signature of Authorized Agent*

*Phone*

9/20/11

*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*

1 / 1 / 1  
*Date of approval*

Applicable Schedule	Section	Description of Record	Retention Period	Inclusive Dates (MM/YY - MM/YY)
Example: 02-11	D2-4b	Fiscal Audit Records	6 years	01/00-12/04
02-11	A3-1	Executive Correspondance/Subject files	3 years	1989-2004
02-11	D4-3A	Time and Attendance Records	6 years	1991-1999
02-11	C11 3C	Motor Veh. Accident Invest <sup>non-</sup> Fatal	3 years	1988-2009

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



## **The Commonwealth of Massachusetts**

William Francis Galvin, Secretary of the Commonwealth  
Records Conservation Board

### **Members**

State Librarian  
Attorney General's Office  
Comptroller of the Commonwealth  
Executive Office of Administration & Finance  
Supervisor of Records  
Archivist of the Commonwealth

## **AGENDA**

**August 10, 2016**

### **Review of Minutes from Prior Meeting**

### **New Business**

Presentation from the Comptroller's Office on the C-THRU system

### **Review of Destruction and Transfer of Records Forms**

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

1. Administration & Finance, Department of Revenue, Audit - Business Income
2. Administration & Finance, Department of Revenue, Audit - Miscellaneous Excises
3. Administration & Finance, Department of Revenue, Child Support Enforcement - Problem Resolution
4. Administration & Finance, Department of Revenue, Child Support Enforcement - Southern Regional Office
5. Administration & Finance, Department of Revenue, Commissioner's Office -- Executive
6. Administration & Finance, Department of Revenue, Legal - Criminal Investigation/Springfield
7. Administration & Finance, Department of Revenue, Legislative - External Affairs and Policy - Rules & Regs
8. Administration & Finance, Department of Revenue, Resolution - Bankruptcy
9. Administration & Finance, Department of Revenue, Resolution - Disclosure
10. Administration & Finance, Department of Revenue, Resolution - Office of Appeals
11. Administration & Finance, Department of Revenue, Taxpayer Services - Collections
12. Administration & Finance, Department of Revenue, Taxpayer Services - Collections/Springfield
13. Office of the Attorney General, Fair Labor Division, Public Protection and Advocacy Bureau
14. Office of the Attorney General, Public Protection Advocacy Bureau, Civil Rights Division
15. Energy & Environmental Affairs, Agricultural Resources, Animal Health
16. Energy & Environmental Affairs, Div of Fisheries and Wildlife, Natural Heritage & Endangered Species Program
17. Hampshire Council of Governments, Hampshire Purchasing Cooperative
18. Health & Human Services, Department of Developmental Services, Legal Department
19. Health & Human Services, Department of Developmental Services, Office of Quality Enhancement
20. Higher Education, Massachusetts Maritime Academy, Office of the Commandant
21. Higher Education, Mount Wachusett Community College, Records Office

## Records Conservation Board Agenda

22. Higher Education, University of Massachusetts Medical School, Psychiatry/Student Counseling Services
23. Higher Education, Westfield State University, Student Accounts/Campus Card Office
24. Housing & Community Development, Canton Housing Authority
25. Housing & Community Development, Haverhill Housing Authority, Public Housing Department
26. Housing & Community Development, Natick Housing Authority
27. Housing & Community Development, Yarmouth Housing Authority
28. Housing & Economic Development, Division of Professional Licensure
29. Massachusetts Ethics Commission, ETH1000
30. Massachusetts Water Resources Authority, (HR, RP&EM)
31. Massachusetts Water Resources Authority, (Procurement)
32. Massport, 5270 Environmental Unit
33. Massport, Logan Modernization Unit 2140
34. Mass Teachers' Retirement System
35. Metropolitan Area Planning Council, Office Operations Department
36. Public Safety & Security, Department of Correction, MCI Concord
37. Public Safety & Security, Department of Correction, MCI Concord
38. Public Safety & Security, Office of Grants & Research
39. Public Safety & Security, Sheriff's Office, Bristol County, Records
40. Public Safety & Security, Department of State Police
41. Secretary of the Commonwealth, Public Records Division
42. Secretary of the Commonwealth, Public Records Division

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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](mailto:rcb@sec.state.ma.us)

Website: [www.sec.state.ma.us/arc/arcimu/rmuidx.htm](http://www.sec.state.ma.us/arc/arcimu/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.

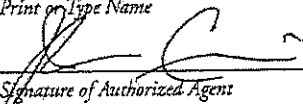
1. Destruction Permission for: Executive Office of Public Safety and Security  
*Agency, Authority, Executive Office*

Department of State Police  
*Department, Division, Unit, etc.*

2. Total approximate volume of records to be destroyed (boxes, file drawers, cubic feet, megabytes, gigabytes, number of electronic records, etc.):  
20 Banker Boxes, 17 file drawers

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:  
John Cronin 508-820-2338  
*Print or Type Name Phone*  
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:  
John Cronin 508-820-2338  
*Print or Type Name Phone*  
 7/28/16  
*Signature of Authorized Agent 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*

1 1  
*Date of approval*

Applicable Schedule	Section	Description of Record	Retention Period	Inclusive Dates (MM/YY - MM/YY)
Example: 02-11	D2-4b	Fiscal Audit Records	6 years	01/00-12/04
		See Attached		

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

RCB2U 5/6/14

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Applicable schedule	Section	Description of Record	Inclusive Dates
02-11	D2-4b	MMARS non-GAAP (Memo) assets for Fleet	FY06-07
02-11	D2-4b	Junked asset forms (255A's) w/letters to OSD	2002-05
02-11	D2-4b	257's Inventory records	1982-85
02-11	D2-4b	Asset screen shots MMARS transactions	FY00,04,05
02-11	D2-4b	257's Inventory records (mostly Fleet)	1986
02-11	D2-4b	257's Inventory records (mostly Fleet)	1985-86
02-11	D2-4b	Asset Coordinators personal files	2004-2008
02-11	D2-4b	MMARS transaction screen prints- all vehicles	2004-07
02-11	D2-4b	MMARS transaction screen prints- all vehicles	1993
02-11	D2-4b	257's Inventory records	1983-84
02-11	D2-4b	Junked asset forms	1984-02
02-11	D2-4b	Asset Coordinators personal files	2000-09
02-11	D2-4b	Fleet Disposition forms - #293	1987-93
02-11	D2-4b	Junked asset forms	2006-08
02-11	D2-4b	Superintendent & Deputy Office- 255's and Annual reviews	1996-08
02-11	D2-4b	Division of Administrative Services - 255's and Annual reviews	1996-08
02-11	D2-4b	Division of Field Services - 255's and Annual reviews	1996-08
02-11	D2-4b	Division of Investigative Services - 255's and Annual reviews	1996-08
02-11	D2-4b	Division of Standards & Training - 255's and Annual reviews	2005-08
02-11	D2-4b	Air Wing Unit- Lawrence - 255's and Annual reviews	1996-08
02-11	D2-4b	Air Wing Unit - Plymouth - 255's and Annual reviews	1996-08
02-11	D2-4b	Armorer Section - 255's and Annual reviews	1989,2000-01, 2006-08
02-11	D2-4b	Affirmative Action Unit- 255's and Annual reviews	1996-08
02-11	D2-4b	Danvers, Lakeville, Springfield, Sudbury, Sturbridge Ballistics 255's and annual reviews	1995-07
02-11	D2-4b	Air Wing Unit-Westover - 255's and Annual reviews	2002-08
02-11	D2-4b	Canine Section - 255's Annual reviews	1998-08
02-11	D2-4b	Certification Unit - 255's and Annual reviews	1999-08
02-11	D2-4b	Accident Reconstruction - 255's and Annual reviews	1995-98
02-11	D2-4b	Commercial Driver Training (CDL) - 255's and Annual reviews	1999-08
02-11	D2-4b	Chaplin's - Boston - Inventory letter	2000
02-11	D2-4b	Cold Case Unit - Annual reviews	1999-03
02-11	D2-4b	Command Coordination Center- Annual reviews	2004-08
02-11	D2-4b	AG's Office Detective Unit - Boston/Springfield- Annual reviews	2007
02-11	D2-4b	Boston Major Case unit - Annual reviews	1986-06
02-11	D2-4b	Danvers Firearms ID section - 255's and Annual reviews	2002-2008
02-11	D2-4b	Lakeville Firearms ID Section - 255's and Annual reviews	2008
02-11	D2-4b	Behavioral Science Unit - Annual reviews	2000-06
02-11	D2-4b	Body Shop - 255's and Annual reviews	1989-98
02-11	D2-4b	H CAT Team (CAT) - 255's and Annual reviews	2003-08
02-11	D2-4b	Community Service Section - 255's and Annual reviews	2002-2007

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Applicable schedule	Section	Description of Record	Inclusive Dates
02-11	D2-4b	Commercial MV Enforcement Section - Annual reviews	1985-08
02-11	D2-4b	Compliance unit (MVRs) - 255's and Annual reviews	2005-08
02-11	D2-4b	Computer Forensics Unit - 255's and Annual reviews	1999-06
02-11	D2-4b	Criminal reporting section (CRU) - 255's and Annual reviews	1999-08
02-11	D2-4b	Maynard Commonwealth Fusion Center - 255's and Annual reviews	1999-08
02-11	D2-4b	Crisis Negotiation Team - 255's and Annual reviews	1999-08
02-11	D2-4b	Department Prosecutor (OST) - 255's and Annual reviews	1999-08
02-11	D2-4b	Disabled Person Protection Unit - 255's and Annual reviews	2006-08
02-11	D2-4b	Driver Training Facility E.V.O.C. - 255's and Annual reviews	2003-08
02-11	D2-4b	Employee Assistance Unit - 255's and Annual reviews	1989-08
02-11	D2-4b	Facilities Management Section - GHQ - 255's and Annual reviews	1998-08
02-11	D2-4b	Firearms Licensing & Photo Identification - 255's and Annual reviews	2007-2008
02-11	D2-4b	Fire/Explosion Investigation/Fire Marshal's Section - 255's and Annual reviews	1998-08
02-11	D2-4b	MSP Museum & Learning Center - Grafton - Annual reviews	2008-08
02-11	D2-4b	D.A.R.E. Unit - 255's and Annual reviews	1995-03
02-11	D2-4b	Digital Evidence & Multimedia Section - 255's and Annual reviews	2008
02-11	D2-4b	Diversion Investigative Unit - 255's and Annual reviews	1994-08
02-11	D2-4b	Division of Investigative Intelligence 255's and Annual reviews	1998-99
02-11	D2-4b	Domestic Violence - Annual reviews	1996-07
02-11	D2-4b	Emergency Management Section - 255's and Annual reviews	1982-08
02-11	D2-4b	Executive Protection Unit - 255's and Annual reviews	2003-08
02-11	D2-4b	Financial Crime Unit - 255's and Annual reviews	1999-03
02-11	D2-4b	Fiscal Section - 255's and Annual reviews	1996-08
02-11	D2-4b	General Headquarters facilities - GHQ (includes gym assets) - 255's and annual reviews	1996-08
02-11	D2-4b	Human resources Section (HR) - 255's and Annual reviews	2003-08
02-11	D2-4b	Office of Technology & Information Section (OTIS) - 255's and Annual reviews	1998-07
02-11	D2-4b	Racing Commission Unit (RCU) - Annual reviews	1996-04
02-11	D2-4b	Governor's Auto Theft Strike Force - Dartmouth, Lawrence, Springfield - 255's and Annual reviews	1989-08
02-11	D2-4b	Harassment Investigation Section - 255's and Annual reviews	1999-08
02-11	D2-4b	Hazardous Device Section - 255's and Annual reviews	1996-99
02-11	D2-4b	State policy guides	
02-11	D2-4b	Asset Coordinators personal files	
02-11	D2-4b	Copies of old purchase orders	
02-11	D2-4b	Print outs of MMARS transactions	2011
02-11	D2-4b	Notebook of MMARS instructions	1986
02-11	D2-4b	Print outs of MMARS transactions	2011
02-11	D2-4b	Asset instructional guides	
02-11	D2-4b	MMARS instructional guide	2001
02-11	D2-4b	MMARS instructional guide	1999
02-11	D2-4b	Manuals 1987, 1998, 1990, 2002, 2006	



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Applicable schedule	Section	Description of Record	Inclusive Dates
02-11	D2-4b	255's	2006
02-11	D2-4b	255's	2003
02-11	D2-4b	Inventory folders	2008
02-11	D2-4b	Asset Coordinators personal files	
02-11	D2-4b	AG's Office Detective Unit - Boston/Springfield - 255's and Annual reviews	2008
02-11	D2-4b	Berkshire Detective Unit - 255's and Annual reviews	2008
02-11	D2-4b	Bristol Detective Unit - 255's and Annual reviews	2008
02-11	D2-4b	Cape & Islands Detective/ Narcotics Unit - 255's and Annual reviews	2008
02-11	D2-4b	Franklin/Hampshire Detective/ Narcotics Units - 255's and Annual reviews	2008
02-11	D2-4b	Hampden Detective/ Narcotics Unit - 255's and Annual reviews	2008
02-11	D2-4b	Middlesex Detective Unit - 255's and Annual reviews	2008
02-11	D2-4b	Norfolk Detective Unit - 255's and Annual reviews	2008
02-11	D2-4b	Plymouth Detective/ Narcotics Unit - 255's and Annual reviews	2008
02-11	D2-4b	Suffolk Detective/ Narcotics Unit - 255's and Annual reviews	2008
02-11	D2-4b	Worcester Detective/ Narcotics Unit - 255's and Annual reviews	2008
02-11	D2-4b	Essex Detective Unit - Salem - 255's and Annual reviews	2008
02-11	D2-4b	Boston Crime Scene Services Section - 255's and Annual reviews	2000-08
02-11	D2-4b	Bourne Crime Scene Services Section - 255's and Annual reviews	2000-08
02-11	D2-4b	Agawam Crime Scene Services Section - 255's and Annual reviews	2000-06
02-11	D2-4b	Devens Crime Scene Services Section - 255's and Annual reviews	2000-08
02-11	D2-4b	Leominster Crime Scene Services Section - 255's and Annual reviews	2000
02-11	D2-4b	Middleboro Crime Scene Services Section - 255's and Annual reviews	2001-08
02-11	D2-4b	Northampton Crime Scene Services Section - 255's and Annual reviews	2000
02-11	D2-4b	N. Sudbury Crime Scene Services Section - 255's and Annual reviews	2001-08
02-11	D2-4b	Danvers Criminalistics - 255's and Annual reviews	2005-07
02-11	D2-4b	Danvers Crime Scene Services Section - 255's and Annual reviews	2005-07
02-11	D2-4b	Danvers Crime Lab Unit - 255's and Annual reviews	2001-08
02-11	D2-4b	Sudbury Criminalistics - 255's and Annual reviews	2001-08
02-11	D2-4b	Lakeville Crime Laboratory Administration - 255's and Annual reviews	2001-08
02-11	D2-4b	Lakeville Criminalistics - 255's and Annual reviews	
02-11	D2-4b	Lakeville Evidence Control - 255's and Annual reviews	2008
02-11	D2-4b	Maynard Crime Lab QODIS - 255's and Annual reviews	2000-07
02-11	D2-4b	Maynard Crime Laboratory DNA - 255's and Annual reviews	1998-07
02-11	D2-4b	Sudbury Bomb Arson Unit - 255's and Annual reviews	2000-07
02-11	D2-4b	Sudbury Evidence Control Unit - 255's and Annual reviews	2000-07
02-11	D2-4b	Agawam Crime Lab Unit - 255's and Annual reviews	2001-06
02-11	D2-4b	Sudbury Crime Lab Tpx/Trace analysis - non asset certification letter	2007-08
02-11	D2-4b	Sudbury Crime Lab Tpx/Trace analysis - 255's and Annual reviews	2001-08
02-11	D2-4b	Sudbury Crime Scene Services Section - 255's and Annual reviews	2001-08
02-11	D2-4b	Sudbury Crime Response Unit - 255's and Annual reviews	2004-07
02-11	D2-4b	Devens Crime Lab - 255's and Annual reviews	2008

Applicable schedule	Section	Description of Record	Inclusive Dates
02-11	D2-4b	Southeast Criminalistics - 255's and Annual reviews	2006-08
02-11	D2-4b	Special Cr. Scene Response Team- Sudbury - 255's and Annual reviews	2004-08
02-11	D2-4b	Maynard Office of Alcohol Testing (OATS) - 255's and Annual reviews	1999-08
02-11	D2-4b	Maynard Crime Lab Administration- 255's and Annual reviews	2007-08
02-11	D2-4b	Maynard Crime Laboratory DNA - 255's and Annual reviews	2008-08
02-11	D2-4b	Maynard Criminalistics Unit - 255's and Annual reviews	2007-08
02-11	D2-4b	Springfield Crime Scene Services Section- 255's and Annual reviews	2007-08
02-11	D2-4b	Springfield Criminalistics- 255's and Annual reviews	2007-08
02-11	D2-4b	Maynard Forensic & Technology Center- 255's and Annual reviews	2007-08
02-11	D2-4b	N Sudbury Crime Lab- 255's and Annual reviews	2006
02-11	D2-4b	N Sudbury Criminalistics- 255's and Annual reviews	2006
02-11	D2-4b	Sudbury Bomb Arson Unit- 255's and Annual reviews	2008
02-11	D2-4b	Sudbury Crime Laboratory Administration - 255's and Annual reviews	2003-07
02-11	D2-4b	Sudbury Drug Laboratory Unit- 255's and Annual reviews	1999-08
02-11	D2-4b	Agawam/Springfield Gang Unit - 255's and Annual reviews	2000-08
02-11	D2-4b	Brockton Gang Unit- 255's and Annual reviews	2000-08
02-11	D2-4b	Danvers Gang Unit- 255's and Annual reviews	2000-08
02-11	D2-4b	Devens Gang Unit- 255's and Annual reviews	2000-08
02-11	D2-4b	Danvers Garage - A Troop - 255's and Annual reviews	2000-08
02-11	D2-4b	Devens Garage - 255's and Annual reviews	2000-08
02-11	D2-4b	Holden Garage - C Troop - 255's and Annual reviews	2000-08
02-11	D2-4b	Middleboro Garage - D Troop - 255's and Annual reviews	2000-08
02-11	D2-4b	Northampton Garage - B Troop - 255's and Annual reviews	2000-08
02-11	D2-4b	South Boston Garage - H Troop 255's and Annual reviews	2000-08
02-11	D2-4b	Framingham Radio - 255's and Annual reviews	2000-08
02-11	D2-4b	Holden Radio - 255's and Annual reviews	2000-08
02-11	D2-4b	Middleboro Radio - 255's and Annual reviews	2000-08
02-11	D2-4b	Northampton Radio - 255's and Annual reviews	2000-08
02-11	D2-4b	IMARS transaction screen prints	2009
02-11	D2-4b	SP-257's (Predecessor to SP255's) Tag# 1701-4000	1982
02-11	D2-4b	SP-257's (Predecessor to SP255's) Tag # 4001-6200	1983
02-11	D2-4b	SP-257's (Predecessor to SP255's) Tag# 6201-10300	1984
02-11	D2-4b	SP-257's (Predecessor to SP255's) Tag # 20001-21435	1985
02-11	D2-4b	Human resources Section (HR) - 255's and Annual reviews	1999-2008
02-11	D2-4b	Incident mgt. & Assist. Team (IMAT) - 255's and Annual reviews	1999-08
02-11	D2-4b	Internal Affairs Unit - 255's and Annual reviews	1999-08
02-11	D2-4b	Identification Section - Sudbury (AFIS) - 255's and Annual reviews	1999-08
02-11	D2-4b	Media Relations - GHQ - 255's and Annual reviews	1999-08
02-11	D2-4b	Marine Section - 255's and Annual reviews	2000-08
02-11	D2-4b	Motorcycle Unit - Quincy - 255's and Annual reviews	2000-08
02-11	D2-4b	Mounted Unit - 255's and Annual reviews	2000-08

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Applicable schedule	Section	Description of Record	Inclusive Dates
02-11	D2-4b	MV Regulatory Section (MVRS) - 255's and Annual reviews	2000-08
02-11	D2-4b	Office of Technology & Information Section (OTIS) - 255's and Annual reviews	2002 2008
02-11	D2-4b	Research & Development Section - 255's and Annual reviews	1999-00
02-11	D2-4b	Ombudsman & Firearms Licensing Unit - 255's and Annual reviews	2006-08
02-11	D2-4b	Narcotics Section - 255's and Annual reviews	2007-08
02-11	D2-4b	Narcotics Inspection Unit (NIU) - 255's and Annual reviews	1999-08
02-11	D2-4b	Office of Diversity & Equal Opportunity - 255's and Annual reviews	2007-08
02-11	D2-4b	Office of The Chief Legal Council - GHQ -255's and Annual reviews	1999-08
02-11	D2-4b	On-Line Training Unit- New Braintrée - 255's and Annual reviews	2005-08
02-11	D2-4b	Payroll Section -255's and Annual reviews	2006-08
02-11	D2-4b	Polygraph Unit - 255's and Annual reviews	1999-07
02-11	D2-4b	Print Shop -255's and Annual reviews	1999-08
02-11	D2-4b	Racing Commission Unit (RCU)- 255's and Annual reviews	1999-08
02-11	D2-4b	Telecommunications -GHQ -255's and Annual reviews	2000-08
02-11	D2-4b	Framingham Fleet Incident Trailer CP-I (GHQ) -255's and Annual reviews	2005-07
02-11	D2-4b	Framingham Fleet Incident Trailer CP-II (GHQ) - 255's and Annual reviews	2007
02-11	D2-4b	Special Operations Unit -255's and Annual reviews	1996-08
02-11	D2-4b	Specialized Emergency Response Team (SERT) - 255's and Annual reviews	1996-08
02-11	D2-4b	STOP Team -255's and Annual reviews	1996-08
02-11	D2-4b	Strategic Planning Section - 255's and Annual reviews	1996-08
02-11	D2-4b	Supply Section -255's and Annual reviews	1996-08
02-11	D2-4b	Telecommunications - GHQ - 255's and Annual reviews	1999-08
02-11	D2-4b	Training Academy (SPA) - 255's and Annual reviews	2003-08
02-11	D2-4b	Danvers Communications Section - 255's and Annual reviews	2000-08
02-11	D2-4b	Framingham Communications Section - 255's and Annual reviews	2000-08
02-11	D2-4b	Holden Communications Section -255's and Annual reviews	2000-08
02-11	D2-4b	Middleboro Communications Section -255's and Annual reviews	2000-08
02-11	D2-4b	New Braintree Communications Section - 255's and Annual reviews	2000-08
02-11	D2-4b	Northampton Communications Section -255's and Annual reviews	2000-08
02-11	D2-4b	Shelburne Falls Communications Section - 255's and Annual reviews	2000-08
02-11	D2-4b	South Boston Communications Section - 255's and Annual reviews	2000-08
02-11	D2-4b	Violent Fugitive Apprehension Section (VFAS) - 255's and Annual reviews	2000-08
02-11	D2-4b	Underwater Recovery Dive Team - Boston & Westover - 255's and Annual reviews	1999-08
02-11	D2-4b	Vehicle Services Section - 255's and Annual reviews	1999
02-11	D2-4b	Metro-Boston Gang Unit - 255's and Annual reviews	2000-08
02-11	D2-4b	New Bedford Gang Unit - 255's and Annual reviews	2000-08
02-11	D2-4b	Northshore Gang Unit - 255's and Annual reviews	2000-08



**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth  
Massachusetts Archives at Columbia Point  
Records Conservation Board

**Members**

State Librarian  
Attorney General  
Comptroller  
Commissioner of Administration  
Supervisor of Public Records  
State Archivist or Designees

**Records Conservation Board**

REGULAR MEETING AGENDA

May 4, 2016

**I. Review of Approval of Minutes**

**II. New Business**

Revised Municipal Training Committee (MPTC) Records Retention Schedule.

**III. Review of Approval of Forms**

**Application for Destruction Permission on Form RCB-2U, from:**

Administration & Finance	Human Resources	Bristol County	02/11
Attorney General	Office of the Attorney General	Criminal Bureau	02/11
Attorney General	Attorney General's Office	Executive/Fair Labor Division	
		Medicaid Fraud Division	02/11
Attorney General	Office of the Attorney General	Various Bureaus/Divisions	02/11
Energy & Environmental Affairs	Department of Environmental Protection	Central Regional Office	
		BWR Wetlands	02/11
Health & Human Services	Department of Mental Health	Corrigan Mental Health	02/11
Health & Human Services	Department of Public Health	Purchase of Service	02/11
Health & Human Services	Department of Public Health	Tewksbury Hospital	02/11
Higher Education	Bridgewater State University	Connect Card Office	02/11
Higher Education	Framingham University	Counseling Center	02/11
Higher Education	Westfield State University	Chemical & Physical Science	02/11
Housing & Community Development	Attleboro Housing Authority		02/11
Massachusetts Cultural Council			02/11
Massport Authority	DTIG Capital Programs	Unit 5120	02/11
Metropolitan Area Planning Council	Office Operations Department		02/11
Public Safety & Security	Department of State Police	Bureau of Finance	02/11
Public Safety & Security	Mass State Police	Motor Vehicle Regulatory Section	
		Commercial Drivers License	02/11

220 Morrissey Boulevard, Boston, Massachusetts 02125 · (617) 727-2816

[www.sec.state.ma.us/arc/arcrqb](http://www.sec.state.ma.us/arc/arcrqb)



# 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  
*Agency, Authority, Executive Office*

Department of State Police - Bureau of Finance

*Department, Division, Unit, etc.*

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

86 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. Broderick

508 820-2146

*Print or Type Name*

*Phone*

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.

Deborah J. Broderick

508 820-2146

*Print or Type Name*

*Phone*

Deborah J. Broderick

4/22/16

*Signature of Authorized Agent*

*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*

Applicable Schedule	Section	Description of Record	Retention Period	Inclusive Dates (MM/YY - MM/YY)
Example: 02-11	D2-4b	Fiscal Audit Records	6 years	01/00-12/04
02/11	D1-7	Routine Accounting Records	3 years	2007-2011
02/11	D1-8	Bank and Cash Records	3 years	2009-2011
02/11	D1-10	Billing and Collection Records	3 years	2007-2009
02/11	D1-14(a)	Bid & Procurement Records	6 years	2002

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

RCB2U 5/6/14

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[illegible]

19  
**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](mailto:rcb@sec.state.ma.us)

Website: [www.sec.state.ma.us/arc/arcrmu/rmuidx.htm](http://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.

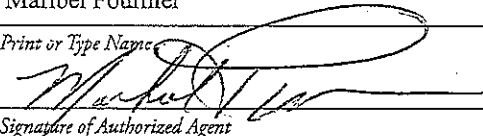
1. Destruction Permission for: Massachusetts State Police  
*Agency, Authority, Executive Office*  
Motor Vehicle Regulatory Section/Commercial Drivers License  
*Department, Division, Unit, etc.*

2. Total approximate volume of records to be destroyed (boxes, file drawers, cubic feet, megabytes, gigabytes, number of electronic records, etc.):  
22 bankers 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:  
Captain Steve Vrona 857-368-8621  
*Print or Type Name* *Phone*  
10 Park Plaza, 2nd floor, Boston MA  
*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.

Maribel Fournier 508-820-2366  
*Print or Type Name* *Phone*  
 4/8/16  
*Signature of Authorized Agent* *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*

Applicable Schedule	Section	Description of Record	Retention Period	Inclusive Dates (MM/YY - MM/YY)
Example: 02-11	D2-4b	Fiscal Audit Records	6 years	01/00-12/04
02-11	D1-7	Billing and Collection Records - Detail invoices and reports	3 years	2001-2010

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





**The Commonwealth of Massachusetts**  
 William Francis Galvin, Secretary of the Commonwealth  
 Massachusetts Archives at Columbia Point  
 Records Conservation Board

Members  
 State Librarian  
 Attorney General  
 Comptroller  
 Commissioner of Administration  
 Supervisor of Public Records  
 State Archivist or Designees

**Records Conservation Board**

REGULAR MEETING AGENDA

March 6, 2013

- I. Review of Approval of Minutes
- II. Review of Approval of Forms

**Application for Destruction Permission on Form RCB-2, from:**

Administration & Finance	Department of Revenue	Audit – BODA	02/11
Administration & Finance	Department of Revenue	Executive – FSB	02/11
Administration & Finance	Department of Revenue	Executive – RAB	02/11
Administration & Finance	Department of Revenue	Executive – RMU	02/11
Administration & Finance	Department of Revenue	Executive – RMU	02/11
Administration & Finance	Department of Revenue	Legal – Lit/Bank	02/11
Administration & Finance	Department of Revenue	TSD – DIB	02/11
Administration & Finance	Group Insurance Commission (GIC)	Payroll	02/11
Attorney General	Business/Labor & Public Protection	Charities/EnergyTel/CivInvest	02/11
	Bureaus		02/11
Attorney General	Executive Bureau	General Counsel's Office	02/11
Attorney General	Executive Bureau	Public Inquiry & Assist Center	02/11
Attorney General	Middlesex District Attorney	Budgetary materials	02/11
Auditor	State Auditor's Office	Audit Operations	02/11
Auditor	State Auditor's Office	Marlboro Regional Office	02/11
Auditor	State Auditor's Office	Operations	02/11
Energy & Environmental Affairs	Office of the Secretary		02/11
Health & Human Services	Mental Health	Metro-Southeast Area	02/11
Health & Human Services	Mental Health	Office of Investigations	02/11
Higher Education	Quinsigamond Community College	Registrar's Office	02/11
Higher Education	UMass Medical School	Drugs of Abuse Laboratory	02/11
Housing & Community Development	Chicopee Housing Authority	Modernization Office	02/11
Housing & Community Development	Lowell Housing Authority	Executive	02/11

Housing & Community Development	Quincy Housing Authority		02/11
Housing & Community Development	Worcester Housing Authority	Human Resources	02/11
Massachusetts Convention Center Authority			02/11
Massport	Accounting/Accounts Payable	5050/5051	02/11
Massport	Capital Programs	5120	02/11
Massport	Compliance	5045	02/11
Massport	Risk Management	5090	02/11
Public Safety & Security	Department of Correction	MCI – Norfolk	02/11
Public Safety & Security	Department of Correction	South Middlesex Correctional	02/11
Public Safety & Security	Department of Correction	Victim Service Unit	02/11
Public Safety & Security	Mass State Police	Forensic Services Group	02/11
Public Safety & Security	Middlesex Sheriff/Dept of Correction	Sherriff/Classification	02/11
Public Safety & Security	Nantucket Sheriff's Department	Civil Process	02/11
Treasurer and Receiver General	Finance/Lottery	Claims/Validation	02/11

**Application for Scanning and Destruction Permission on Form RCB-2E, from:**

Administration & Finance	Department of Revenue	CSE – Braintree	02-09E
Administration & Finance	Department of Revenue	CSE – Woburn	02-09E
Administration & Finance	Department of Revenue	CSE – Woburn	02-09E
Administration & Finance	Department of Revenue	Executive - RMU	01-04E
Energy & Environmental Protection	MassDEP	Bureau of Waste Prevention	02/11
Energy & Environmental Protection	MassDEP	Bureau of Waste Prevention	02/11
Health & Human Services	MassHealth	Office of Clinical Affairs	02/11

**Application for Destruction Permission on Form RCB-2M, from:**

Massport	Human Resources	5030	02/11
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**Application for Transfer Permission on Form RCB-2T, from:**

Education	Early Education & Care	Metro Boston, Region 6	02/11
Secretary of the Commonwealth	Public Records	Commissions	02/11

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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-2 – APPLICATION FOR DESTRUCTION PERMISSION

**IMPORTANT!** You must re-submit this form each time your agency destroys any of the records listed herein.  
No record can be destroyed unless it is included in an authorized disposal schedule.

1. Destruction Permission for: Mass State Police (EOPS)  
Executive Office, Authority

Forensic Services Group

Department/Agency

Division, Unit, etc.

2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.)

2 file boxes

3. Location of records: Horse Road Road Sudbury Facility

4. I certify that the last entries on the records listed in this application were made prior to the retention date of this agency's Disposal Schedule(s) thus satisfying the legal requirements that certain records be kept for a specified length of time and are not subject to pending audit or investigation.

Major James Connolly

Print or Type Name

124 Acton St. Maynard MA 01754

Address

Phone

Major Jim Connolly

Signature of Department Head or Authorized Agent

2-15-13

Date

**DO NOT USE THIS SPACE**

Disposal Schedule(s) #

02/11

### APPROVALS:

Pursuant to provisions of M.G.L., Ch. 30, S. 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  
Date of approval

Applicable Schedule	Item No.	Description of Record	Retention Period	Inclusive Dates
Example: 01/11	D2-4b	Fiscal Audit Records	6 years	01/00-12/04
02-11	J5-1	Drug Unit Quality Control Records 2007 and earlier	3 years	Jan 2000 - Dec 2007

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

RCB2 02/27/13



**The Commonwealth of Massachusetts**  
 William Francis Galvin, Secretary of the Commonwealth  
 Massachusetts Archives at Columbia Point  
 Records Conservation Board

**Members**

State Librarian  
 Attorney General  
 Comptroller  
 Commissioner of Administration  
 Supervisor of Public Records  
 State Archivist or Designees

**Records Conservation Board**

REGULAR MEETING AGENDA

June 5, 2013

**I. Review of Approval of Minutes**

**II. Review of Approval of Forms**

**Application for Destruction Permission on Form RCB-2, from:**

Administration & Finance	Department of Revenue	Audit – FEB	02/11
Administration & Finance	Operational Services Division		02/11
Attorney General	Executive Bureau	Exec/GCO	02/11
Attorney General	Executive Bureau	General Counsel's Office	02/11
Attorney General	Executive Bureau	Public Inquiry & Assistance Center	02/11
Attorney General	Executive Bureau	Public Inquiry & Assistance Center	02/11
Attorney General	Public Protection & Advocacy Bureau	Civil Rights Division	02/11
Auditor	State Auditor's Office	Audit Operations/Bureau of Special Investigation	02/11
Committee for Public Counsel Services			02/11
Comptroller	Office of the State Comptroller	Resource Management Bureau	02/11
Comptroller	Office of the State Comptroller	Resource Management Bureau	02/11
Comptroller	Office of the State Comptroller	Resource Management Bureau	02/11
Comptroller	Office of the State Comptroller	Resource Management Bureau	02/11
Energy & Environmental Affairs	Agricultural Resources	Finance	02/11
Health & Human Services	Massachusetts Commission for the Blind		02/11
Health & Human Services	Public Health	Bureau of Family Health & Nutrition/ DPECSHN	02/11
Health & Human Services	Public Health	Central Office	02/11
Health & Human Services	Public Health	Purchase of Service	02/11
Health & Human Services	Transitional Assistance	Administrative Operations	02/11
Higher Education	Framingham State University	Counseling Center	02/11
Higher Education	Framingham State University	Human Resources	02/11
Higher Education	Framingham State University	Human Resources	02/11

Higher Education	Framingham State University	Human Resources	02/11
Higher Education	Framingham State University	Human Resources	02/11
Higher Education	Framingham State University	Human Resources	02/11
Higher Education	Westfield State University	Student Affairs	13/00, 02/11
Housing & Community Development	Auburn Housing Authority		02/11
Housing & Community Development	Brimfield Housing Authority		02/11
Housing & Community Development	Palmer Housing Authority		02/11
Housing & Community Development	Woburn Housing Authority		02/11
Housing & Community Development	Worcester Housing Authority	Maintenance Department	02/11
Housing & Community Development	Worcester Housing Authority	Management Department	02/11
Housing & Economic Development	OCA	Division of Professional Licensure	02/11
Massachusetts Water Resources Authority			02/11
Massport	Risk Management	5090	02/11
Public Safety & Security	Hampshire Sheriff's Office		02/11
Public Safety & Security	State Police	Finance Bureau	02/11
State Ethics Commission			02/11
State Ethics Commission			02/11
Transportation	Mass Bay Transportation Authority	Human Resources	02/11
Transportation	Mass Bay Transportation Authority	Human Resources/Treasurer/Payroll	02/11
Transportation	MassDOT/Registry of Motor Vehicles	Highway Division	02/11
Transportation	MassDOT/Registry of Motor Vehicles	Highway Division	02/11
Transportation	MassDOT	Right of Way Bureau	02/11

**Application for Scanning and Destruction Permission on Form RCB-2E, from:**

Administration & Finance	Department of Revenue	CSE – Boston	02-09E
Administration & Finance	Department of Revenue	CSE – Braintree	02-09E
Administration & Finance	Department of Revenue	CSE – Springfield	02-09E
Administration & Finance	Department of Revenue	CSE – Woburn	02-09E
Administration & Finance	Department of Revenue	CSE – Worcester	02-09E

**Application for Destruction Permission on Form RCB-2M, from:**

Administration & Finance	Department of Revenue	Executive – FSB/RAB	02/11
Massport	Risk Management	5090	02/11

**Application for Transfer Permission on Form RCB-2T, from:**

Comptroller	Office of the State Comptroller	Resource Management Bureau	02/11
Education	Early Education & Care	Worcester Office	02/11
Health & Human Services	Mental Health	Mass Mental Health Center	02/11
Housing & Economic Development	Division of Professional Licensure	CPA	02/11
Public Safety & Security	Bristol County Sheriff's Office		02/11

**III. New Business**

Review and vote on the changes to the Records Conservation Board (RCB) Forms  
Review and update the Statewide Records Retention Schedule

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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-2 – APPLICATION FOR DESTRUCTION PERMISSION

**IMPORTANT!** You must re-submit this form each time your agency destroys any of the records listed herein.  
No record can be destroyed unless it is included in an authorized disposal schedule.

Submit in triplicate:

1. Destruction Permission for: Executive Office of Public Safety  
*Executive Officer, Authority:*  
Department of State Police Finance Bureau  
*Department/Agency* *Division, Unit, etc.*
2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.)  
88 Banker Boxes
3. Location of records: 470 Worcester Road, Framingham, MA 01702
4. I certify that the last entries on the records listed in this application were made prior to the retention date of this agency's Disposal Schedule(s) thus satisfying the legal requirements that certain records be kept for a specified length of time and are not subject to pending audit or investigation.

Deborah J. Broderick

*Print or Type Name*

470 Worcester Road, Framingham, MA 01702

508 820-2146

*Address*

*Phone*

Deborah J. Broderick

5/22/13

*Signature of Department Head or Authorized Agent*

*Date*

**DO NOT USE THIS SPACE**

Disposal Schedule(s) #

02/11

### APPROVALS:

Pursuant to provisions of M.G.L., Ch. 30, S. 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	Item No.	Description of Record	Retention Period	Inclusive Dates
<i>Example:</i> 01/11	D2-4b	Fiscal Audit Records	6 years	2000-2004
02/11	D1-7	Routine Accounting Records	3 years	2002
02/11	D1-7	Routine Accounting Records	3 years	2006-2008
02/11	D1-8	Bank and Cash Records	3 years	2006-2007
02/11	D4-1	Travel Expense Records	3 years	2006-2007
02/11	D4-3a	Time and Attendance Records	6 years	1996-2007 6
02/11	D4-5	Payroll Administration Records	6 years	1994-2007 6
02/11	J4-4	Dispatch and Communication Recordings	1 year	2002-2006

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

RCB2 11/4/10



**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth  
Massachusetts Archives at Columbia Point  
Records Conservation Board

**Members**

State Librarian  
Attorney General  
Comptroller  
Commissioner of Administration  
Supervisor of Public Records  
State Archivist or Designees

**Records Conservation Board**

REGULAR MEETING AGENDA

May 6, 2015

**I. Review of Approval of Minutes**

**II. New Business**

Catherine Blue, General Counsel of the Massachusetts Gaming Commission proposal for a new retention schedule.

**III. Review of Approval of Forms**

**Application for Destruction Permission on Form RCB-2U, from:**

Administration & Finance	Department of Revenue	CSE – Worcester	02/11
Attorney General	District Attorney's Office	Northwestern District	02/11
Attorney General	District Attorney's Office	Northwestern District	02/11
Attorney General	District Attorney's Office	Northwestern District	02/11
Attorney General	District Attorney's Office	Northwestern District	02/11
Attorney General	District Attorney's Office	Northwestern District	02/11
Attorney General	District Attorney's Office	Northwestern District	02/11
Attorney General	District Attorney's Office	Northwestern District	02/11
Attorney General	District Attorney's Office	Northwestern District	02/11
Attorney General	District Attorney's Office	Suffolk County/Appellate	02/11
Attorney General	Executive Bureau	General Counsel's Office	02/11
Attorney General	Government Bureau	Trial Administrative Law Division	02/11
Elder Affairs	Prescription Advantage Program		02/11
Energy & Environmental Affairs	State Reclamation Board	Administration	02/11
Energy & Environmental Affairs	Agricultural Resources	Animal Health	02/11
Health & Human Services	Department of Children & Families	0993/ -160	02/11
Health & Human Services	Developmental Services	Investigation Division	02/11
Higher Education	Framingham State University		02/11
Higher Education	Mass College of Art & Design	Admin & Fin/Human Resources	02/11
Housing & Community Development	Canton Housing Authority		02/11
Housing & Community Development	Fall River Housing Authority		02/11





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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 - Mass State Police

*Agency, Authority, Executive Office*

Legal Section, Fiscal Section, Fleet Section, and Payroll Unit

*Department, Division, Unit, etc.*

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

90 "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:

Joanne Carney

508-820-2342

*Print or Type Name*

*Phone*

MSP Headquarters, 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.

Maribel Fournier

508-820-2366

*Print or Type Name*

*Phone*

*Signature of Authorized Agent*

*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*

Applicable Schedule	Section	Description of Record	Retention Period	Inclusive Dates (MM/YY - MM/YY)
Example: 02-11	D2-4b	Fiscal Audit Records	6 years	01/00-12/04
02-11	B2-1	Public Records Requests	3 years	2009-2011
02-11	D1-8	Bank and Cash Records	3 years	2000-2007
02-11	D1-10	Billing and Collection Records	3 years	2000-2007
02-11	C11-6b	Motor Vehicle Accidents-Cruiser Accidents	6 years	1996-2005

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

RCB2U 5/6/14





**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth  
Massachusetts Archives at Columbia Point  
Records Conservation Board

**Members**

State Librarian  
Attorney General  
Comptroller  
Commissioner of Administration  
Supervisor of Public Records  
State Archivist or Designees

**Records Conservation Board**

REGULAR MEETING AGENDA

July 9, 2014

**Invitees:**

Greg Birne from the Office of Campaign and Political Finance  
Margaret Muise from the Office of Campaign and Political Finance

**I. Review of Approval of Minutes**

**II. New Business**

Linda Hamel, General Counsel of Information Technology Division (ITD) will discuss the new Archive project.

**III. Review of Approval of Forms**

**Application for Destruction Permission on Form RCB-2U, from:**

Administration & Finance	Department of Revenue	Legal – Criminal Investigations	02/11
Administration & Finance	Department of Revenue	Local Services – Bureau of Accts.	02/11
Administration & Finance	Department of Revenue	Local Services – Local Assessment	02/11
Administration & Finance	Human Resources Division		02/11
Administration & Finance	Information Technology Division	Finance Group	02/11
Administration & Finance	Operational Services Division		02/11
Attorney General	Division of Open Government		02/11
Attorney General	Open Meeting Law Advisory Commission		02/11
Education	Department of Early Education & Care		02/11
Elder Affairs, Office of	Protective Services		02/11
Energy & Environmental Affairs	State Reclamation Board	Cape Cod Mosquito Control	02/11
Health & Human Services	Developmental Services	Dever Center/Belchertown Center	02/11
Higher Education	Bridgewater State University	Office of Study Abroad/ External Affairs	02/11
Higher Education	Greenfield Community College	Accounting	02/11
Higher Education	Greenfield Community College	College Store	02/11

Higher Education	Greenfield Community College	Financial Aid	02/11
Higher Education	Greenfield Community College	Health Services	02/11
Higher Education	Greenfield Community College	Outdoor Leadership Program/ Adventures Unlimited	02/11
Higher Education	Greenfield Community College	Registrar	02/11
Higher Education	Mass College of Art & Design	Academic Affairs/Registrar's Office	02/11
Higher Education	Mass College of Art & Design	Administration & Finance/ Business Office	02/11
Higher Education	Mass College of Art & Design	Administration & Finance/ Business Office	02/11
Higher Education	Mass College of Art & Design	Administration & Finance/ Business Office	02/11
Higher Education	Mass College of Art & Design	Administration & Finance/ Financial Aid	02/11
Higher Education	Westfield State University		02/11
Higher Education	Westfield State University		02/11
Higher Education	Westfield State University	Department of Public Safety	13/00
Housing & Community Development	Gloucester Housing Authority		02/11
Labor & Workforce Development	Budget & Finance		02/11
Labor & Workforce Development	Fiscal		02/11
Labor & Workforce Development	Unemployment Assistance	Legal Department	02/11
Mental Health Legal Advisors Committee	Supreme Judicial Court		02/11
Mental Health Legal Advisors Committee	Supreme Judicial Court		02/11
Public Safety & Security	Bristol County Sheriff's Office	Records	02/11
Public Safety & Security	State Police	Administrative Services	02/11
Public Safety & Security	State Police	C-Troop	02/11
Secretary of the Commonwealth	Elections Division		02/11
Secretary of the Commonwealth	Elections Division		02/11
Secretary of the Commonwealth	Lobbyist Division		02/11
State Ethics Commission	Legal Division		02/11
Treasurer	Administration		02/11
Treasurer	Administration		02/11
Treasurer	Administration	Legislative Payroll	02/11

**Application for Scanning and Destruction Permission on Form RCB-2E, from:**

Health & Human Services	Mass Health	Office of Clinical Affairs	07-12E
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**Application for Transfer Permission on Form RCB-2T, from:**

Center for Health Information and Analysis			02/11
Health & Human Services	Finance	Accounting/Agencies	02/11
Housing & Economic Development	Division of Professional Licensure		02/11
Housing & Economic Development	Division of Professional Licensure		02/11
Housing & Economic Development	Division of Professional Licensure		02/11

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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 and Security

*Agency, Authority, Executive Office*

Department of State Police, Division of Administrative Services

*Department, Division, Unit, etc.*

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

95 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. Broderick

508 820-2146

*Print or Type Name*

*Phone*

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.

Maribel Fournier

508 820-2366

*Print or Type Name*

*Phone*

*Signature of Authorized Agent*

*Date*

5/29/2014

### 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  
*Date of approval*

Applicable Schedule	Section	Description of Record	Retention Period	Inclusive Dates (MM/YY - MM/YY)
Example: 02-11	D2-4b	Fiscal Audit Records	6 years	01/00-12/04
02/11	A3-1	Executive' Correspondence/Subject Files	3 years	2002-2007
02/11	A3-2	Executive' Briefing Files	3 year	2002-2007
02/11	A11-2	General Administrative Correspondence	3 years	1999-2007
02/11	B2-1	Public Records Request Records	3 years	2008-2010

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

RCB2U 5/6/14

[illegible]

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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 - C-Troop

*Department, Division, Unit, etc.*

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

36 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. Broderick

508 820-2146

*Print or Type Name*

*Phone*

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.

Maribel Fournier

508 820-2366

*Print or Type Name*

*Phone*

6/17/14

*Signature of Authorized Agent*

*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*

Applicable Schedule	Section	Description of Record	Retention Period	Inclusive Dates (MM/YY - MM/YY)
Example: 02-11	D2-4b	Fiscal Audit Records	6 years	01/00-12/04
02/11	C11-6b	Motor Vehicle Accident Reports	6 years	2003-2007
02/11	C11-5	Uniform Traffic Citations Records	3 years	2003-2010
02/11	J1-1	Uniform National Crime Reports	3 years	2003-2010
02/11	C11-11	Motor Vehicle Towing Reports	3 years	2000-2010

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

RCB2U 5/6/14



**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth  
Massachusetts Archives at Columbia Point  
Records Conservation Board

**Members**

State Librarian  
Attorney General  
Comptroller  
Commissioner of Administration  
Supervisor of Public Records  
State Archivist or Designees

**Records Conservation Board**

REGULAR MEETING AGENDA

January 6, 2016

**I. Review of Approval of Minutes**

**II. New Business**

Request for a change to the Statewide Records Retention Schedule 02/11 from the Department of Public Health/Division of Professional Licensure  
Request for revisions and additions to the Statewide Records Retention Schedule 02/11 from the Health Policy Commission

**III. Review of Approval of Forms**

**Application for Destruction Permission on Form RCB-2U, from:**

Administration & Finance	Division of Administrative Law Appeals		02/11
Administration & Finance	Department of Revenue	Administrative Affairs – Records Management	02/11
Administration & Finance	Department of Revenue	Administrative Affairs – Records Management	02/11
Administration & Finance	Department of Revenue	Administrative Affairs – Revenue Accounting	02/11
Administration & Finance	Department of Revenue	Audit – Audit Executive	02/11
Administration & Finance	Department of Revenue	Audit – Filing Enforcement	02/11
Administration & Finance	Department of Revenue	CSE – Springfield	02/11
Administration & Finance	Department of Revenue	Taxpayer Services – Collections/ Springfield	02/11
Administration & Finance	Department of Revenue	Taxpayer Services – Data Integration	02/11
Administration & Finance	Department of Revenue	General Counsel – Underground Storage Tank	02/11



Administration & Finance	MA Commission Against Discrimination		02/11
Center of Health Information & Analysis	DHCFP		02/11
Health & Human Services	Department of Public Health	DPH, DPECHN For Families	02/11
Health & Human Services	Department of Youth Services		02/11
Higher Education	Bridgewater State University	Human Resources	02/11
Higher Education	Mass College of Art & Design	Administration & Finance/ HR & Business Office	02/11
Higher Education	UMass/Dartmouth	Counseling & Student Development Center	02/11
Housing & Community Development	Chicopee Housing Authority		02/11
Housing & Community Development	Clinton Housing Authority		02/11
Labor & Workforce Development	Department of Unemployment Assistance		02/11
Public Safety & Security	Department of State Police	Crime Laboratory	02/11
Public Safety & Security	State 911 Department	Programs Division, Fiscal Division	02/11
Secretary of the Commonwealth	Administration		02/11
Secretary of the Commonwealth	Public Records Division		02/11
State Retiree Benefits Trust			02/11
<b>Application for Destruction Permission on Form RCB-2M, from:</b>			
Massport	Risk Management	Unit 5090	02/11
<b>Application for Transfer Permission on Form RCB-2T, from:</b>			
Secretary of the Commonwealth	Public Records	Commissions	02/11
State Treasurer	Mass Cultural Council	Folk Arts & Heritage Program	02/11

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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](mailto:rcb@sec.state.ma.us)

Website: [www.sec.state.ma.us/arc/arcrmu/rmuidx.htm](http://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: EOPSS

State Agency, Authority, Executive Office  
Department of State Police Crime Laboratory  
Crime Department, Division, Unit, etc.

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

15 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:

Cathleen Morrison 978-451-3306

Print or Type Name Phone

Crime Lab 124 Acton Street Maynard MA 01754

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.

Major Joseph V. Mason, Jr. Deputy Division Command 978-451-3300

Print or Type Name Phone

Signature of Authorized Agent

11/24/15  
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

Applicable Schedule	Section	Description of Record	Retention Period	Inclusive Dates (MM/YY - MM/YY)
Example: 02-11	D2-4b	Fiscal Audit Records	6 years	01/00-12/04
02-11	J5-1	Quality Assurance Records to include proficiency tests,	3 years	11/2010 and older
		audit reports, corrective actions reports, quality control data		
		Note: These records are from the State Police Crime Lab		
		only and do not contain any information related to the		

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

RCB2U 5/6/14

[illegible]

## Records Conservation Board

### REGULAR MEETING AGENDA

August 7, 2013

#### I. Review of Approval of Minutes

#### II. Review of Approval of Forms

##### Application for Disposal Schedule on Form RCB-1E, from:

Energy and Environmental Affairs	MassDEP	BWP
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##### Application for Destruction Permission on Form RCB-2, from:

Administration & Finance	Department of Revenue	Local Serv. – Loc. Ass.	02/11
Administration & Finance	Department of Revenue	Local Serv. – Loc. Ass	02/11
Administration & Finance	Department of Revenue	TSD – Coll.	02/11
Comptroller	Office of the State Comptroller	Resource Management Bureau	02/11
Energy & Environmental Affairs	Agricultural Resources	Animal Health	02/11
Energy & Environmental Affairs	State Reclamation Board		02/11
Health & Human Services	Children & Families	Taunton/Attleboro Area	02/11
Health & Human Services	Department of Developmental Services	Fernald Center	02/11
Higher Education	Bridgewater State University	Connect Card	02/11
Higher Education	Mass College of Art & Design	Academic Affairs/Graduate Programs	02/11
Higher Education	Mass College of Art & Design	Administration & Finance	02/11
Higher Education	Mass College of Art & Design	Admin & Finance/Business Office	02/11
Higher Education	Mass College of Art & Design	Institutional Advancement	02/11
Higher Education	Mass College of Art & Design	Undergraduate Admissions Office	02/11
Higher Education	University of Massachusetts, Amherst	UMass/Amherst Police Department	02/11
Higher Education	Westfield State University	Counseling Center	02/11
Housing & Community Development	Marlborough Community Development Authority	Housing Division	02/11
Housing & Community Development	Mansfield Housing Authority		02/11

Housing & Community Development	Northampton Housing Authority		02/11
Housing & Community Development	Springfield Housing Authority		02/11
Public Safety & Security	Bristol County Sheriff's Office	Records	02/11
Public Safety & Security	Middlesex Sheriff's Office	Human Resources	02/11
Public Safety & Security	State Police	Legal Unit	02/11
Secretary of the Commonwealth	Elections Division		52/89, 4/85, 24/88, 23/75
State Ethics Commission			02/11
Transportation	Mass Bay Transportation Authority	Human Resources	02/11
Transportation	Mass Bay Transportation Authority	Human Resources	02/11
Transportation	MassDOT/Highway Division	District 5	02/11
Transportation	MassDOT/Highway Division	Engineering	02/11
Transportation	MassDOT/Highway Division	Fiscal	02/11
Transportation	Registry of Motor Vehicles	Revenue Operations	02/11
Treasurer	Office of the State Treasurer	Debt Management/Bond Division	02/11

**Application for Scanning and Destruction Permission on Form RCB-2E, from:**

Administration & Finance	Department of Revenue	CSE – Boston	02-09E
Administration & Finance	Department of Revenue	CSE – Braintree	02-09E
Administration & Finance	Department of Revenue	CSE – Chelsea	02-09E
Administration & Finance	Department of Revenue	CSE – Springfield	02-09E
Administration & Finance	Department of Revenue	CSE – Woburn	02-09E
Administration & Finance	Department of Revenue	CSE – Worcester	02-09E

**Application for Destruction Permission on Form RCB-2M, from:**

Administration & Finance	Department of Revenue	ATC – PRO	02/11
Health & Human Services	Public Health	BEH/CLPPP	02/11
Massport	Risk Management	5090	02/11
Transportation	MassDOT/Registry of Motor Vehicles	Document Control	02/11

**Application for Transfer Permission on Form RCB-2T, from:**

Administration & Finance	Civil Service Commission		02/11
Administration & Finance	Information Technology	Technical Finance Group	02/11
Attorney General	Victim & Witness Assistance Board	MOVA	02/11
Attorney General	Victim & Witness Assistance Board	MOVA	02/11
Auditor	State Auditor's Office	Chicopee – Audit Operations	02/11
Auditor	State Auditor's Office	Marlborough Regional Office	02/11
Comptroller	Office of the State Comptroller	Resource Management Bureau	02/11
Health & Human Services	Public Health	Board of Registration in Nursing	02/11
Health & Human Services	Public Health	Financial/Accounting/Agencies	02/11
Health & Human Services	Public Health	Purchase of Service	02/11
Secretary of the Commonwealth	Elections Division		02/11
Secretary of the Commonwealth	State Publications & Regulations		02/11
State Ethics Commission			02/11

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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-2 – APPLICATION FOR DESTRUCTION PERMISSION

**IMPORTANT!** You must re-submit this form each time your agency destroys any of the records listed herein.  
No record can be destroyed unless it is included in an authorized disposal schedule.

Submit in triplicate:

1. Destruction Permission for: Executive Office of Public Safety  
*Executive Office, Authority*  
Department of State Police Legal Unit  
*Department/Agency* *Division, Unit, etc.*
2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.)  
7 Boxes
3. Location of records: 470 Worcester Road, Framingham, MA 01702
4. I certify that the last entries on the records listed in this application were made prior to the retention date of this agency's Disposal Schedule(s) thus satisfying the legal requirements that certain records be kept for a specified length of time and are not subject to pending audit or investigation.

Deborah J. Broderick

*Print or Type Name*

470 Worcester Road, Framingham, MA 01702

508 820-2146

*Address*

*Deborah J. Broderick*

*Phone*

7/22/13

*Signature of Department Head or Authorized Agent*

*Date*

<b>DO NOT USE THIS SPACE</b>
Disposal Schedule(s) # <u>02/11</u>
<b>APPROVALS:</b> Pursuant to provisions of M.G.L. Ch. 30, S. 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.
<b>RECORDS CONSERVATION BOARD</b>
<i>Chairman</i>
<i>Secretary</i>
<u>1</u> / <u>1</u> / <u>1</u> <i>Date of approval</i>

Applicable Schedule	Item No.	Description of Record	Retention Period	Inclusive Dates
<i>Example:</i> 01/11	D2-4b	Fiscal Audit Records	6 years	2000-2004
02/11	B2-1	Public Records Request Records	3 years	1996 to July 2010

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

RCB2 11/13/10

## Records Conservation Board

### REGULAR MEETING AGENDA

June 6, 2012

I. Review of Approval of Minutes

II. Review of Approval of Forms

**Application for Destruction Permission on Form RCB-2, from:**

Administration & Finance	Department of Revenue	Audit – BODA	01/11
Administration & Finance	Department of Revenue	Child Support Enforcement	01/11
Administration & Finance	Department of Revenue	Legal – Litigation/CIB	01/11
Administration & Finance	Department of Revenue	TSD – Collections	01/11
Attorney General	Eastern District Attorney		01/11
Auditor	State Auditor's Office	Audit Operations & Bureau of Special Inv	01/11
Campaign & Political Finance, Office of			01/11
Consumer Affairs & Business Regulation	Division of Insurance		01/11
Div of Housing & Communities Development			70/89
Health & Human Services	Chelsea Soldiers' Home		01/11
Health & Human Services	Developmental Services	Central/West Region	01/11
Health & Human Services	Developmental Services	Investigations Division	01/11
Health & Human Services	Developmental Services	Legal Department	01/11
Health & Human Services	Mass Commission for the Blind		01/11
Health & Human Services	Mental Health	Div. 1000 (formerly 2000)	01/11
Health & Human Services	Mental Health	Metro-SE Taunton/Attleboro	01/11
Health & Human Services	Mental Health	Revenue Department	01/11
Health & Human Services	Public Health	Hinton State Laboratory Institute	01/11
Health & Human Services	Public Health	Hinton State Laboratory Institute	01/11
Higher Education	Bridgewater State University	Mathematics & Computer Sciences/ Academic Affairs	01/11
Higher Education	Bunker Hill Community College	Registrar's Office (Fr. Enrollment Services)	01/11
Higher Education	Mass College of Art & Design	Academic Affairs/Registrar	13/00, 01/11
Higher Education	Mass College of Art & Design	Administration & Finance/Business Office	01/11

Higher Education	Mass College of Art & Design	Administration & Finance/ Financial Aid & Human Resources	01/11
Higher Education	Mass College of Art & Design	Administration & Finance/Technology Serv.	01/11
Higher Education	Mass College of Art & Design	Institutional Advancement/Pres. Office	01/11
Higher Education	Mass College of Art & Design	Professional & Continuing Education	01/11
Higher Education	Mass College of Art & Design	Professional & Continuing Education	01/11
Higher Education	Mass College of Art & Design	Professional & Continuing Education	13/00, 01/11
Higher Education	Westfield State University	Student Affairs	13/00, 01/11
Housing & Community Development	Brewster Housing Authority		01/11
Housing & Community Development	Brookline Housing Authority	Finance – Public Housing	01/11
Housing & Community Development	Brookline Housing Authority	Management – Public Housing	01/11
Housing & Community Development	Brookline Housing Authority	Modernization - Public Housing	01/11
Housing & Community Development	Brookline Housing Authority	Public Housing	01/11
Housing & Community Development	Canton Housing Authority		01/11
Housing & Community Development	Tewksbury Housing Authority		01/11
Housing & Community Development	Uxbridge Housing Authority		01/11
Housing & Community Development	Woburn Housing Authority		01/11
Housing & Community Development	Worcester Housing Authority	Accounting Department	01/11
Massport	Accounts Payable	5051	01/11
Massport	Maritime	4300	01/11
Massport	Tobin Bridge	Unit 1030	01/11
Public Safety & Security	<u>State Police</u>	CHQ Holden Headquarters	01/11
Public Safety & Security	<u>State Police</u>	Legal Division	01/11

**Application for Scanning and Destruction Permission on Form RCB-2E, from:**

Administration & Finance	Department of Revenue	Child Support Enforcement – Boston	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement – Braintree	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement – Chelsea	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement – Woburn	02-09E

**Application for Transfer Permission on Form RCB-2T, from:**

Administration & Finance	Supplier Diversity Office	SOMWBA	01/11
Auditor	State Auditor's Office	Marlboro Regional Office	01/11
Campaign & Political Finance, Office of			01/11
Consumer Affairs & Business Regulation	Division of Insurance		01/11
Energy & Environmental Affairs	MassDEP	BRP Waterways	01/11



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Secretary of the Commonwealth

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Website: [www.sec.state.ma.us/arc/arcimu/rmuidx.htm](http://www.sec.state.ma.us/arc/arcimu/rmuidx.htm)

FORM RCB-2 - APPLICATION FOR DESTRUCTION PERMISSION

Submit in triplicate:

*Executive Office, Authority*

CHQ Holden Headquarters

Division, Unit, etc.

Date \_\_\_\_\_

01/11

/ \_\_\_\_\_ /  
Date of approval

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

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Secretary of the Commonwealth

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Website: [www.sec.state.ma.us/arc/arcrmu/rmuidx.htm](http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm)

Phone: 617-727-2816 Fax: 617-288-8429

Submit in triplicate:

DO NOT USE THIS SPACE

*Executive Office, Authority*

Legal Division

Division, Unit, etc.

12 Boxes

**APPROVALS:**

Pursuant to provisions of M.G.L., Ch. 30, S. 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.

4. I certify that the last entries on the records listed in this application were made **prior** to the retention date of this agency's Disposal Schedule(s) thus satisfying the legal requirements that certain records be kept for a specified length of time and are not subject to pending audit or investigation.

*Chairman*

Secretary

508-820-2146

Phone \_\_\_\_\_

5/18/12

Date \_\_\_\_\_

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

## Records Conservation Board

### REGULAR MEETING AGENDA

May 2, 2012

#### I. Review of Approval of Minutes

#### II. Review of Approval of Forms

##### Application for Destruction Permission on Form RCB-2, from:

Administration & Finance	Department of Revenue	Child Support Enforcement	01/11
Administration & Finance	Department of Revenue	Child Support Enforcement	01/11
Administration & Finance	Department of Revenue	Executive – HRD	01/11
Administration & Finance	Department of Revenue	Executive – RMU	01/11
Administration & Finance	Department of Revenue	Executive – RMU	01/11
Administration & Finance	Department of Revenue	File Enforcement Bureau - Audit	01/11
Administration & Finance	Department of Revenue	File Enforcement Bureau - Audit	01/11
Administration & Finance	Mass Board of Library Commissioners		01/11
Administration & Finance	Mass Board of Library Commissioners		01/11
Administration & Finance	Operational Services Division		01/11
Committee for Public Counsel Services			01/11
Comptroller	Office of the State Comptroller		01/11
Education	Elementary & Secondary Ed	DESE – Operations	01/11
Energy & Environmental Affairs	Conservation & Recreation		01/11
Governor	Executive Department	Executive Council	19/68
Health & Human Services	Developmental Services	Denver Developmental Center	01/11
Health & Human Services	Developmental Services	Wrentham Developmental Center	01/11
Health & Human Services	Developmental Services	Investigation Division	01/11
Health & Human Services	Developmental Services	Legal Department	01/11
Health & Human Services	Mass Health	DMA	01/11
Health & Human Services	Public Health	Central Office	01/11
Health & Human Services	Public Health	Purchase of Service	01/11
Health & Human Services	Public Health	Western Mass Hospital	01/11
Housing & Community Development	Amherst Housing Authority	Neighborhood Development	01/11
Housing & Community Development	Auburn Housing Authority		01/11

Housing & Community Development	Pepperell Housing Authority		01/11
Housing & Community Development	Quincy Housing Authority		01/11
Housing & Community Development	Worcester Housing Authority		01/11
Housing & Economic Development	Division of Banks	FIS/Compliance Unit	01/11
Housing & Economic Development	Division of Banks	FIS/Compliance Unit	01/11
Massachusetts Cultural Council			01/11
Public Safety & Security	Public Safety	BBRS	01/11
Public Safety & Security	State Police	Human Resources	01/11
Transportation	MassDOT	Registry of Motor Vehicles (RMV)	01/11

**Application for Scanning and Destruction Permission on Form RCB-2E, from:**

Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Executive – RMU	01-04E
Health & Human Services	Mass Health	Clinical Affairs	01/11

**Application for Transfer Permission on Form RCB-2T, from:**

Administration & Finance	Human Resources	Workers' Compensation	01/11
Administration & Finance	Mass Board of Library Commissioners		01/11
Administration & Finance	Operational Services Division		01/11
Energy & Environmental Affairs	MassDEP	Water Programs	01/11
Health & Human Services	Public Health	OEMS	01/11
Massport	Administration & Finance Unit	5250	01/11

# 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-2 – APPLICATION FOR DESTRUCTION PERMISSION

**IMPORTANT!** You must re-submit this form each time your agency destroys any of the records listed herein.  
No record can be destroyed unless it is included in an authorized disposal schedule.

1. Destruction Permission for: Executive Office of Public Safety and Security

*Executive Office, Authority*

Department of State Police

Human Resources

*Department/Agency*

*Division, Unit, etc.*

2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.)

4 Small Banker's Boxes

3. Location of records: 470 Worcester Road, Framingham, MA 01702

4. I certify that the last entries on the records listed in this application were made **prior** to the retention date of this agency's Disposal Schedule(s) thus satisfying the legal requirements that certain records be kept for a specified length of time and are not subject to pending audit or investigation.

John F. Flynn, Chief Administrative Officer

*Print or Type Name*

470 Worcester Road, Framingham, MA 01702

508-820-2355

*Address*

*Phone*

04/12/2012

*Signature of Department Head or Authorized Agent*

*Date*

### DO NOT USE THIS SPACE

Disposal Schedule(s) #

01/11

#### APPROVALS:

Pursuant to provisions of M.G.L., Ch. 30, S. 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	Item No.	Description of Record	Retention Period	Inclusive Dates
<i>Example:</i> 01/11	D2-4b	Fiscal Audit Records	6 years	01/00-12/04
01/11	E2-3b	Recruitment and Hiring Records (closed sworn job postings)	3 years	01/06-12/08
01/11	A3-1	Defunct Dept. of Public Safety Commissioner executive files	3 years	01/77-12/89

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

RCB2 02/27/12

## Records Conservation Board

### REGULAR MEETING AGENDA

April 4, 2012

#### I. Review of Approval of Minutes

#### II. Review of Approval of Forms

##### Application for Disposal Schedule on Form RCB-1E, from:

Energy and Environmental Affairs      Environmental Protection (MassDEP)      Bureau of Waste Prevention

##### Application for Destruction Permission on Form RCB-2, from:

Administration & Finance	Department of Revenue	Audit – BODA	01/11
Administration & Finance	Department of Revenue	Executive – RMU	01/11
Administration & Finance	Department of Revenue	Executive – Rev. Accounting.	01/11
Administration & Finance	Department of Revenue	Taxpayer Services – Collections	01/11
Administration & Finance	Department of Revenue	TSD – Customer Service	01/11
Administration & Finance	Mass Water Resources Authority		01/11
Administration & Finance	Mass Water Resources Authority		01/11
Administration & Finance	Mass Water Resources Authority		01/11
Administration & Finance	Mass Water Resources Authority		01/11
Attorney General	General Council's Office		01/11
Education	Dept of Early Education & Care	Children's Trust Fund	01/11
Education	Dept of Early Education & Care	Children's Trust Fund/0900	01/11
Energy & Environmental Affairs	MassDEP		01/11
Health & Human Services	Chelsea Soldiers' Home		01/11
Health & Human Services	Developmental Services	CW Region	01/11
Health & Human Services	Public Health	Accounting	01/11
Health & Human Services	Public Health	Health Care Safety & Quality	01/11
Higher Education	Greenfield Community College	Financial Aid	01/11
Higher Education	Greenfield Community College	Financial Aid	01/11
Higher Education	Mass College of Art & Design	Academic Affairs/Graduate Program	01/11
Higher Education	Mass College of Art & Design	Academic Affairs/Graduate Program	13/00, 01/11

Higher Education	Mass College of Art & Design	Administration & Finance/Business Office	01/11
Higher Education	Mass College of Art & Design	Graduate Program	01/11
Higher Education	Mass College of Art & Design	Institutional Advancement/Mass Art Found.	01/11
Higher Education	Mass College of Art & Design	Professional & Continuing Education	13/00, 01/11
Higher Education	Mass College of Art & Design	Professional & Continuing Education	13/00, 01/11
Housing & Community Development	Lynn Housing Authority	Neighborhood Development	01/11
Housing & Community Development	Milton Housing Authority		01/11
Housing & Community Development	Worcester Housing Authority	Management Department	01/11
Labor & Workforce Development	Dept of Labor Standards		01/11
Public Safety & Security	Department of Correction	Administrative Services/Concord	01/11
Public Safety & Security	Department of Correction	MCI Concord	01/11
Public Safety & Security	Grants & Research	JPD	01/11
Public Safety & Security	<u>Department of State Police</u>	Bureau of Finance	01/11
Public Safety & Security	Bristol County Sheriff	Records	01/11
Public Safety & Security	Hampden County Sheriff		01/11
Public Safety & Security	Worcester County Sheriff		01/11

**Application for Scanning and Destruction Permission on Form RCB-2E, from:**

Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	TDS – Data Integration	01-04E

**Application for Destruction Permission on Form RCB-2M, from:**

Massport	Human Resources	5030	01/11
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**Application for Transfer Permission on Form RCB-2T, from:**

Comptroller	Office of the Comptroller	Contracts	01/11
Energy & Environmental Affairs	MassDEP	Administrative Appeals	01/11
Energy & Environmental Affairs	MassDEP	General Counsel	01/11
Health & Human Services	Medicaid	Clinical Affairs	01/11
Health & Human Services	Medicaid	Clinical Affairs	01/11
Health & Human Services	Mental Health	Brockton Multi Service Center	01/11
Health & Human Services	Public Health	Health Care Safety & Quality	01/11
Health & Human Services	Public Health	OEMS	01/11
Housing & Economic Development	Professional Licensure		01/11
Public Safety & Security	State Police	Human Resources	01/11
Secretary of the Commonwealth	Elections Division		01/11
Secretary of the Commonwealth	Mass Historical Commission	Technical Services	01/11
Secretary of the Commonwealth	Public Records	Commissions	01/11
Secretary of the Commonwealth	State Publications & Regulations		01/11

# 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](mailto:rcb@sec.state.ma.us)

Website: [www.sec.state.ma.us/arc/arcrmu/rmuidx.htm](http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm)

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RCB-2 – APPLICATION FOR DESTRUCTION PERMISSION

**IMPORTANT!** You must re-submit this form each time your agency destroys any of the records listed herein.  
No record can be destroyed unless it is included in an authorized disposal schedule.

Submit in triplicate:

**DO NOT USE THIS SPACE**

Disposal Schedule(s) #

01/11

**APPROVALS:**

Pursuant to provisions of M.G.L., Ch. 30, S. 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

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

Department of State Police	Bureau of Finance
<i>Department/Agency</i>	<i>Division, Unit, etc.</i>

2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.)  
133 boxes

3. Location of records: 470 Worcester Road, Framingham, MA 01702

4. I certify that the last entries on the records listed in this application were made prior to the retention date of this agency's Disposal Schedule(s) thus satisfying the legal requirements that certain records be kept for a specified length of time and are not subject to pending audit or investigation.

Deborah J. Broderick, Director, Bureau of Finance, Dept of State Police

*Print or Type Name*

470 Worcester Road, Framingham, MA 01702	508 820-2146
--	--------------

*Address*

*Phone*

*Deborah J. Broderick*

3/6/12

*Signature of Department Head or Authorized Agent*

*Date*

Applicable Schedule	Item No.	Description of Record	Retention Period	Inclusive Dates
<i>Example:</i> 01/11	D2-4b	Fiscal Audit Records	6 years	2000-2004
01/11	D4-1	Travel Expense Records	3 years	1994-2007
01/11	D1-1c	Independent Accounting/Payroll System Records	6 years	1997-2006 5
01/11	D1-10	Billing and Collections Records	3 years	1994
01/11	D1-7	Routine Accounting Records	3 years	2005
01/11	J4-4	Dispatch and Communications Recordings	1 year	2001-2002
01/11	D1-8	Bank and Cash Records	3 years	2006
01/11	D4-3a	Fiscal/Payroll Office Records	6 years	1995-2006 5
01/11	D1-8	Bank and Cash Records	3 years	2000-2006

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

RCB2 11/4/10



## Records Conservation Board

### REGULAR MEETING AGENDA

May 4, 2011

#### I. Review of Approval of Minutes

#### II. New Business

Presentation by the Information Technology Division (ITD) regarding ITD's proposed implementation of a new email record retention tool.

#### III. Review of Approval of Forms

##### Application for Destruction Permission on Form RCB-2, from:

Administration & Finance	Department of Revenue	DLS - Local Assessment/ Municipal Finance Law	01/11
Administration & Finance	Department of Revenue	Taxpayer Services – Collections Bureau	01/11
Attorney General	General Counsel's Office	Executive Bureau	01/11
Comptroller	Office of the State Comptroller		01/11
Energy & Environmental Affairs	State Reclamation Board	Cape Cod Mosquito Control	01/11
Health & Human Services	Commission for the Blind		01/11
Health & Human Services	Elder Affairs	A.L. Certification Unit	01/11
Health & Human Services	Mental Health	Office of Investigations	01/11
Health & Human Services	Public Health	Central Office	01/11
Health & Human Services	Public Health	Cushing State Hospital	01/11
Health & Human Services	Public Health	HIV/AIDS Bureau	01/11
Health & Human Services	Public Health	Purchase of Service	01/11
Health & Human Services	Public Health	State Laboratory Institute	01/11
Higher Education	Mass Bay Community College	Fiscal Affairs	01/11
Higher Education	Westfield State University	Residential Life	01/11
Housing & Community Development	Dedham Housing Authority		01/11
Housing & Community Development	Woburn Housing Authority		01/11
Housing & Community Development	Worcester Housing Authority		01/11

Housing & Economic Development	Division of Banks	FIS & Compliance Unit	01/11
Mass Board of Library Commissioners			01/11
Massport	Logan Modernization/Capital Programs	Unit 2140	01/11
Public Safety & Security	Department of Corrections	MCI Cedar Junction	01/11
Public Safety & Security	Department of Corrections	MCI Cedar Junction	01/11
Public Safety & Security	Department of Fire Services		01-11
Public Safety & Security	State Police		01/11
Secretary of the Commonwealth	Securities Division		01/11
Transportation	MassDOT	Highway – Construction	5/99

**Application for Scanning and Destruction Permission on Form RCB-2E, from:**

Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E

**Application for Transfer Permission on Form RCB-2T, from:**

Attorney General	Public Inquiry & Assistance Center	Executive Branch	01/11
Committee for Public Counsel Services	Audit & Oversight		01/11
Energy & Environmental Affairs	MassDEP	Administrative Appeals	01/11
Energy & Environmental Affairs	MassDEP	Central Region, BWP	01/11
Health & Human Services	Mental Health	Medical Records	01/11
Health & Human Services	Public Health	Radiation Control Program	01/11
Health & Human Services	Soldiers Home in Holyoke	HIMS	01/11
Health & Human Services	Youth Services		01/11
Secretary of the Commonwealth	Legislative Division		69/89, 33/88
Secretary of the Commonwealth	Public Records Division		01/11
Secretary of the Commonwealth	Public Records Division		01/11

# 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-2 – APPLICATION FOR DESTRUCTION PERMISSION

**IMPORTANT!** You must re-submit this form each time your agency destroys any of the records listed herein.  
No record can be destroyed unless it is included in an authorized disposal schedule.

Submit in triplicate:

DO NOT USE THIS SPACE

Disposal Schedule(s) #

01/11

### APPROVALS:

Pursuant to provisions of M.G.L., Ch. 30, S. 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

1. Destruction Permission for: Executive Office of Public Safety

Executive Office, Authority

Department of State Police

Forensic & Technology Centre

Department/Agency

Division, Unit, etc.

2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.)  
29.5 Boxes

3. Location of records: 124 Acton Street, Maynard, MA 01754

4. I certify that the last entries on the records listed in this application were made **prior** to the retention date of this agency's Disposal Schedule(s) thus satisfying the legal requirements that certain records be kept for a specified length of time and are not subject to pending audit or investigation.

Deborah J. Broderick, Director, Bureau of Finance, Dept of State Police

Print or Type Name

470 Worcester Road, Framingham, MA 01702

508 820-2146

Address

Phone

Deborah J. Broderick

3/30/2011

Signature of Department Head or Authorized Agent

Date

Applicable Schedule	Item No.	Description of Record	Retention Period	Inclusive Dates
<i>Example:</i> 01/11	D2-4b	Fiscal Audit Records	6 years	2000-2004
01/11	D1-1e	secondary copies of encumbrance and payment records	3 years	2000-2005
01/11	D1-2	secondary copies of encumbrance and payment records	6 years	2000-2005
01/11	D4-1	Travel expense records	3 years	1995-2005
01/11	D4-3b	Time and Attendance records	3 years	1999-2001

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

## Records Conservation Board

### REGULAR MEETING AGENDA

March 2, 2011

*The RCB will also consider items from the February 2011 meeting, which was canceled due to inclement weather. Please see February 2, 2011 posted agenda for more information.*

#### Review of Approval of Forms

#### Application for Destruction Permission on Form RCB-2, from:

Administration & Finance	Capital Asset Management	Leasing	01/11
Administration & Finance	Department of Revenue	ASD – Financial Services Plan	01/11
Administration & Finance	Department of Revenue	Audit Division	01/11
Administration & Finance	Department of Revenue	Tax Policy Analysis	01/11
Attorney General	Cape & Island District Attorney	CPI – 4210	01/11
Attorney General	Northwestern District Attorney	District Court	01/11
Attorney General	Northwestern District Attorney	District Court	01/11
Attorney General	Northwestern District Attorney	Juvenile Court	01/11
Attorney General	Northwestern District Attorney	Superior Court	01/11
Energy & Environmental Affairs	Environmental Protection	Bureau of Waste Prevention	01/11
Energy & Environmental Affairs	Environmental Protection	CERO Drinking Water Program	31/98
Energy & Environmental Affairs	Environmental Protection	WERO BRP Wastewater Mgmt	01/11
Energy & Environmental Affairs	Environmental Protection	WERO BRP Wetlands	01/11
Energy & Environmental Affairs	Public Utilities	Legal Division	01/11
Health & Human Services	Children & Families	South Central/Blackstone Valley Area	01/11
Health & Human Services	Mass Health	DTA	01/11
Health & Human Services	Mass Rehab Commission	Fiscal-Disability Determination Services	01/11
Health & Human Services	Mental Health	Northeast Suburban Area-Lynn Site	01/11
Health & Human Services	Public Health	State Laboratory Institute	01/11
Health & Human Services	Public Health	Western Mass Hospital	01/11
Higher Education	Bridgewater State University	Academic Affairs	01/11

Higher Education	Quinsigamond Community College		01/11
Higher Education	UMass	Counseling & Student Development Ctr	01/11
Housing & Community Development	Lynn Housing Authority		01/11
Housing & Community Development	Templeton Housing Authority		01/11
Housing & Economic Development	Division of Banks	FIS & Compliance Unit	01/11
Labor & Workforce Development	Workforce Development	DUA-fka-DET	01/11
Labor & Workforce Development	Workforce Development	Occupational Safety	01/11
Labor & Workforce Development	Workforce Development	Occupational Safety	01/11
Labor & Workforce Development	Workforce Development	Occupational Safety	01/11
Labor & Workforce Development	Workforce Development	Occupational Safety	01/11
Massport	General Accounting	Unit 5050	01/11
Massport	Utilities Management	Unit 2400	01/11
Public Safety & Security	Department of Corrections	S. Middlesex Correctional Ctr	01/11
Public Safety & Security	Department of Corrections	S. Middlesex Correctional Ctr	01/11
Public Safety & Security	Grants & Research	Highway Safety Division	01/11
Public Safety & Security	Grants & Research	Highway Safety Division	01/11
Public Safety & Security	Hampden County Sheriff's Office		01/11
Public Safety & Security	Middlesex Sheriff's Office	Middlesex House of Correction Records	01/11
Public Safety & Security	State Police	Certification Unit	01/11
Public Safety & Security	State Police	Certification Unit	01/11
Secretary of the Commonwealth	Public Records Division		01/11
Treasurer & Receiver General	Lottery	Distribution/Shipping/Receiving	01/11
Treasurer & Receiver General	Lottery	Facilities	01/11

**Application for Scanning and Destruction Permission on Form RCB-2E, from:**

Administration & Finance	Department of Revenue	ASD/RMU	01-04E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E

**Application for Destruction Permission on Form RCB-2M, from:**

Massport	Human Resources	Unit 5030	01/11
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**Application for Transfer Permission on Form RCB-2T, from:**

Attorney General	Suffolk District Attorney	Homicide	01/11
Auditor	State Auditor/Brockton	Audit Operations	01/11
Health & Human Services	Public Health	Vital Records & Statistics	01/11
Secretary of the Commonwealth	Legislative Division		33/88, 69/89
Secretary of the Commonwealth	Public Records Division		01/11

# 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: [archives@sec.state.ma.us](mailto:archives@sec.state.ma.us)

Website: <http://www.state.ma.us/sec/arc/arcrmu/rmuidx.htm>

Phone: 617-727-2816, Fax: 617-288-8429

## FORM RCB-2 APPLICATION FOR DESTRUCTION PERMISSION

**IMPORTANT!** You must re-submit this form each time your agency destroys any records listed herein. No record can be destroyed unless it is included in an authorized disposal schedule.

<b>1. Destruction Permission for:</b> (Executive Office, Authority) (Department/Agency) (Division, Unit) Executive Office of Public Safety Department of State Police Certification Unit		<b>DO NOT USE THIS SPACE</b>	
<b>2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.):</b> 7 File Drawers		Disposal Schedule # 01-11	
<b>3. Location of records:</b> Massachusetts State Police Certification Unit 485 Maple Street Danvers, MA 01923		<b>Approvals:</b> Pursuant to provisions of M.G.L., Ch. 30, S. 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) listed above.  <b>RECORDS CONSERVATION BOARD</b>	
<b>4. I certify that the records listed in this application meet the requirements of the Agency's Records Retention Schedule and are not subject to pending audit or investigation.</b> (Department Head or Authorized Agent) (Print or Type Name) (Date) MARIAN J. MCGOVERN 1-25-11 (Signature) Marian J. McGovern (Address) (Phone) 470 Worcester Rd., Framingham 508-820-2300		(Chairman)  (Secretary)  (Date of Approval)	
Series Item #	Description of Record (Give Form # if any)	Applicable Schedule	Inclusive dates
Example: D2-4b	Internal Audit Work Papers	05/05	1993-1996
E1-1b	Internal Evaluations of Employees that have departed service with the Department of State Police for more than six (6) years. Administrative use of these files has ceased.	07/07-01/11	1992 - 2004

# 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: [archives@sec.state.ma.us](mailto:archives@sec.state.ma.us)

Website: <http://www.state.ma.us/sec/arc/arcrmu/rmuidx.htm>

Phone: 617-727-2816, Fax: 617-288-8429

## FORM RCB-2 APPLICATION FOR DESTRUCTION PERMISSION

**IMPORTANT!** You must re-submit this form each time your agency destroys any records listed herein. No record can be destroyed unless it is included in an authorized disposal schedule.

1. Destruction Permission for:  
(Executive Office, Authority) (Department/Agency) (Division, Unit)  
Executive Office of Public Safety, Department of State Police Certification Unit

### DO NOT USE THIS SPACE

Disposal Schedule #

01-11

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

15 file drawers

### Approvals:

Pursuant to provisions of M.G.L., Ch. 30, S. 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) listed above.

### RECORDS CONSERVATION BOARD

(Chairman)

(Secretary)

(Date of Approval)

3. Location of records:  
Massachusetts State Police Certification Unit  
485 Maple Street  
Danvers, MA 01923

4. I certify that the records listed in this application meet the requirements of the Agency's Records Retention Schedule and are not subject to pending audit or investigation.

(Department Head or Authorized Agent)

(Print or Type Name)

(Date)

(Signature)

(Address)

(Phone)

470 Worcester Road, Framingham, MA 01702

508-820-2300

Series Item #	Description of Record (Give Form # if any)	Applicable Schedule	Inclusive dates
Example: D2-4b	Internal Audit Work Papers	05/05	1993-1996
J2 - 1	Internal Applications and Licenses - Private Detective, Watch Guard, Patrol Agency - Expired Licenses and applications for licenses	<del>07/07</del> 01/01	1972-12/2006

## AGENDA

June 2, 2010

### I. Minutes

### II. New Business

#### Application for Destruction Permission on Form RCB-2, from:

Administration & Finance	Elementary & Secondary Education, Department of	07/07
Administration & Finance	Massachusetts Board of Library Commissioners	07/07
Administration & Finance	Operational Services Division	07/07
Health & Human Services	Mental Health	Central Mass Area 07/07
Health & Human Services	Mental Health	Metro Suburban Area 07/07
Health & Human Services	Mental Health	Northampton State Hospital 07/07
Health & Human Services	Mental Health	Northeast Area 07/07
Health & Human Services	Mental Health	Tewksbury State Hospital 07/07
Higher Education	University of Mass	Amherst Police 07/07
Housing & Community Development	Canton Housing Authority	07/07
Housing & Community Development	Division of Housing & Communities	70/89
Housing & Community Development	Quincy Housing Authority	07/07
Housing & Community Development	Taunton Housing Authority	07/07
Massachusetts Appeals Court	Fiscal Department	APC/3939 07/07
Public Safety & Security	Berkshire County Jail & House of Correction	07/07
Public Safety & Security	Department of Correction	Central HQ, Contracts Office 07/07
Public Safety & Security	✓ State Police	Bureau of Finance 07/07
Treasurer	Mass Cultural Council	07/07

#### Application for Destruction Permission on Form RCB-2E, from:

Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Health & Human Services	Mass Health	Central Filing Unit	02-09E



**Application for Destruction Permission on Form RCB-2M, from:**

Administration & Finance	Department of Revenue	Executive Administration/ Financial Services	07/07
Administration & Finance	Department of Revenue	ISO – Records Management Unit	07/07
Administration & Finance	Department of Revenue	ISO – Records Management Unit	07/07
Administration & Finance	Department of Revenue	Office of Problem Resolution	07/07
Administration & Finance	Department of Revenue	TSD – Collections Bureau	07/07

**Application for Transfer Permission on Form RCB-2T, from:**

Attorney General	Suffolk County District Attorney	Homicides	07/07
Auditor	Office of the State Auditor	Records Department	07/07
Health & Human Services	Public Health	OEMS	07/07
Secretary of the Commonwealth	Mass Historical Commission	Technical Services	07/07
Secretary of the Commonwealth	Public Records		07/07

Phone: 617-727-2816 Fax: 617-288-8429

**INSTRUCTION FOR COMPLETING THE RCB-2 FORM:** Prepare in triplicate. Complete 1, 2, and 3 on the front side of this sheet. If the Records Conservation Board has approved any previously submitted RCB-1 (Application for Disposal Schedule) and has assigned your Agency a Disposal Schedule number, fill in this number in the appropriate column on the front side of this sheet and below.

**LIST THOSE RECORDS YOU PROPOSE TO DESTROY**

Enter each type or series of records as a separate item. Describe accurately, including title and form numbers (if any), applicable schedule numbers and inclusive dates of each record. Remember, the latest date must be prior to the approved retention period (see example on front). Submit three copies of this completed RCB-2 to the Records Conservation Board and the copy returned to you is your authorization to destroy the records listed. On completion sign each sheet under 4.

Item No.	Description of Record (Give Form # if any)	Applicable Schedule	Inclusive Dates

## AGENDA

July 7, 2010

### I. Minutes

### II. New Business

**Invitee:**

Rhoda E. Schneider, General Counsel from the Department of Elementary and Secondary Education

#### Massachusetts Department of Elementary and Secondary Education

#### Application for Destruction Permission on Form RCB-2, from:

Administration & Finance	Department of Revenue	Audit Division- Bureau of Desk Audit (BODA)	07/07
Administration & Finance	Department of Revenue	Audit Division – Filing Enforcement Bureau	07/07
Administration & Finance	Department of Revenue	DLS – Local Assessment	07/07
Administration & Finance	Department of Revenue	Inspectional Services Division-Internal Audit	07/07
Administration & Finance	Department of Revenue	Litigation Bureau	07/07
Health & Human Services	DDS	Fernald Center 7600	07/07
Health & Human Services	DDS	Fernald Center 7600	07/07
Health & Human Services	Mental Health	Cape Cod / Islands CMHC	07/07
Health & Human Services	Mental Health	Metro-Southeast Area – Cape Cod	07/07
Health & Human Services	Mental Health	Metro Suburban Area	07/07
Health & Human Services	Mental Health	Metro Suburban Area	07/07
Health & Human Services	Mental Health	Westboro State Hospital	07/07
Health & Human Services	Public Health	Family Health & Nutrition	07/07
Health & Human Services	Public Health	Western Mass Hospital DPH/8600	07/07
Health & Human Services	Youth Services		07/07
Higher Education	Bridgewater State College	Administration Support Services	07/07
Higher Education	Bridgewater State College	Counseling Center	13/00
Higher Education	Bridgewater State College	Student Involvement	13/00, 07/07
Higher Education	UMass Amherst	UMass Police	07/07
Higher Education	Westfield State College	Student Affairs	13/00, 07/07
Housing & Community Develop	Barnstable Housing Authority	Public Housing Authority	07/07

Housing & Community Develop	Concord Housing Authority	DHCD	07/07
Housing & Community Develop	Melrose Housing Authority	Section 8 Choice Voucher Program	07/07
Mass Bay Transportation Authority	Transit Police	Police	07/07
Massport	Airport Leasing & Properties	Unit 2130	07/07
Massport	Central Services	Unit 5110	07/07
Massport	Noise Abatement	Unit 2120	07/07
Massport	Tobin Bridge Operations	Unit 1030	07/07
Public Safety & Security	Department of Correction	Administrative Services – Concord	07/07
Public Safety & Security	Department of Correction	Victim Service Unit	07/07
Public Safety & Security	Hampshire Sheriff's Office		07/07
Public Safety & Security	Hampshire Sheriff's Office	Inmate Institutional Case Files	07/07
Public Safety & Security	MassDOC	Pondville	07/07
Public Safety & Security	<u>State Police</u>	Human Resources	07/07
Public Safety & Security	Suffolk County Sheriff's Department		07/07
Secretary of the Commonwealth	Corporations		07/07
Secretary of the Commonwealth	Corporations		07/07
Secretary of the Commonwealth	Corporations		07/07
Secretary of the Commonwealth	Corporations		07/07
Secretary of the Commonwealth	Corporations		07/07
Secretary of the Commonwealth	Public Records		07/07
Transportation	MassDOT	RMV	07/07
Treasurer & Receiver General	Lottery	Finance	07/07
Treasurer & Receiver General	Lottery	Finance	07/07
Treasurer & Receiver General	Lottery	Finance	07/07
Treasurer & Receiver General	Lottery	Finance	07/07
Treasurer & Receiver General	Lottery	Finance	07/07

**Application for Destruction Permission on Form RCB-2E, from:**

Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E

**Application for Transfer Permission on Form RCB-2T, from:**

Administration & Finance	Human Resources	Workers' Compensation	07/07
Attorney General	Middle District Attorney	MID/0770	07/07
Auditor	State Auditor	BSI	07/07
Health & Human Services	Div of Health Care Finance & Policy		07/07
Health & Human Services	Medicaid - Clinical Affairs	Utilization Management – NIPR	07/07
Health & Human Services	Medicaid – Clinical Affairs	Utilization Management – NIPR	07/07
Health & Human Services	Soldiers' Home	Chelsea	07/07
Labor & Workforce Development	Labor (DOL)	Occupational Safety	07/07
Secretary of the Commonwealth	Corporations Division		39/87, 48/87

# 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: archives@sec.state.ma.us

Website: www.sec.state.ma.us/arc/arcrmu/rmuidx.htm

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RCB-2 – APPLICATION FOR DESTRUCTION PERMISSION

### INSTRUCTIONS FOR COMPLETING THIS RCB-2 FORM ON REVERSE SIDE OF THIS SHEET

**IMPORTANT!** You must re-submit this form each time your agency destroys any of the records listed herein.  
No record can be destroyed unless it is included in an authorized disposal schedule.

Submit in triplicate:

DO NOT USE THIS SPACE
Disposal Schedule(s) #  07/07
<b>APPROVALS:</b> Pursuant to provisions of M.G.L., Ch. 30, S. 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

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

*Executive Office, Authority*

Department of State Police (POL)

Human Resources

*Department/Agency*

*Division, Unit, etc.*

2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.)

Banker's Boxes (12" x 10 1/4" x 24)

Total: 72

3. Location of records: 470 Worcester Road, Framingham, MA 01702

4. I certify that the last entries on the records listed in this application were made **prior** to the retention date of this agency's Disposal Schedule(s) thus satisfying the legal requirements that certain records be kept for a specified length of time and are not subject to pending audit or investigation.

Shawn T. Givhan

*Print or Type Name*

470 Worcester Road, Framingham, MA 01702

508-820-2656

*Address*

*Phone*

Shawn T. Givhan

05/18/10

*Signature of Department Head or Authorized Agent*

*Date*

Item No.	Description of Record (Give Form # if any)	Applicable Schedule	Inclusive Dates
<i>Example:</i> D2-4b	Internal Audit Work Papers	07/07	1993-1996
E2-3b	State Police Recruit Testing, Selection and Hiring Records; Hiring Packages for Non-Sworn Positions (records pertaining to non-selected candidates only)	07/07	1994-2005
A5-1b A5-8 A5-9b	HR Director's Program Meeting Minutes & Articles HR Director's Notes & Weekly Activity Reports HR Director's "Tickler" Files for Staff Assignments	07/07	1996-2004
E5-3c	Special Orders/Personnel Orders for Sworn Members (records that are not case-related only)	07/07	1922-1988
E3-4b	Biennial Affirmative Action Plans (copies, not primary)	07/07	1992-1998
D4-3b	HR Staff Time Sheets	07/07	1994-1999

(List more records on back)