

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

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)

record as authorized by its applicable retention schedule. This form replaces forms RCB-2 and RCB-2E. (RCB USE ONLY) You do not need to submit a form to destroy records designated ADMINISTRATIVE USE. APPROVALS: Pursuant to the provisions of M.G.L. c. Massachusetts Agency, Author 1. Destruction Permission for: 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 valume of records to be destroyed (hoves file drawers cubic feet, merabytes CONSERVATION BOARD

۷.	2. Itolai approximate voidine of records to be desiroyed (boxes, me draw	cis, cubic icci, incgaby cos,
	gigabytes, number of electronic records, etc.):	
	·	

IMPORTANT! Your Agency must submit this form to request permission to destroy the last copy of a

3.	Are these records stored at the State Records Centers	YES	⋈ио
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BRACK

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

Joann	le Carney	508-820-2342
Print or Type Name		Phone
1177	war actor bal	In have

Address	DWGSHI	Nu	HYMIN	7	
I certify that the r	ecords listed below are	eligible for	destruction und	ler the applical	le retention

schedule as cited below; and are not the subject of any litigation hold or pending or actual audit or

m+mcFactori.		
England Anna	_	
EDUARD AMORE		
Print or Type Name	Phone	
Colombian Company	9/24//	
Signature of Authorized Agent	Day	
Nandture of Authorized Kaent	1,744	

Signature of Authori	ized Agent	Date		
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	3 years	1989-2004
		Flus		
02-11	D4-3A	Time and Attendance Rocards	6 years	1991-1999
02-11	C11 3C	Motor Veh. accident Invest Fotal	3 years	1988-2009

DO NOT USE THIS SPACE

Chairman

Secretary



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

## The Commonwealth of Massachusetts

### William Francis Galvin

Secretary of the Commonwealth
Records Conscrivation 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)

rec	ord as authorized by its applicable retention schedule. This form replaces forms RCB-2 and RCB-2E.  do not need to submit a form to destroy records designated ADMINISTRATIVE USE.	(RCB USE ONLY)  APPROVALS:
	Destruction Permission for:  Executive Office of Public Safety and Security	Pursuant to the provisions of M.G.L. c. 30, § 42, as most recently amended, the
•	Agency, Authority, Executive Office	Records Conservation Board hereby grants permission to destroy the records listed
	Department of State Police	in this application under the Disposal
	Department, Division, Unit, etc.	Schedule(s) above.
2.	Total approximate volume of records to be destroyed (boxes, file drawers, cubic feet, megabytes, gigabytes, number of electronic records, etc.):	RECORDS CONSERVATION BOARD
	20 Banker Boxes, 17 file drawers	
		Cháirman
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:	Secretary
	John Cronin 508-820-2338	Date of approval
	Prins 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 on Type Name Phone 1/28/16	
	Signature of Authorized Agent Date	

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		
		·		

Inclusive Dates	FY06-07	2002-05	1982-85	FY00,04,05	1986	1985-86	2004-2008	2004-07	1993	1983-84	1984-02	2000-09	1987-93	2006-08	1996-08	1996-08	1996-08	1996-08	1996-08	2005-08	1996-08	1989,2000-01, 2006-08	1996-08	1995-07	2002-08	1998-08	1999-08	1995-98	1999-08	2000	1999-03	2004-08	2007	1986-06	2002-2008	2008	2000-06	1989-98	2003-08	2002-2007	
Description of Record	MMARS non-GAAP (Memo) assets for Fleet	Junked asset forms (255A's) w/letters to OSD	257's Inventory records	Asset screen shots MM/ARS transactions	257's Inventory records (mostly Fleet)	257's Inventory records (mostly Fleet)	Assat Coordinators personal files	MMARS transaction screen prints- all vehicles		1951's Invantory reports	linkad accet froms	Accet Coordinators operand files	Floot Disposition forms - #293	hinked assat forms	Superintendent & Deputy Office-255's and Annual reviews	Division of Administrative Services - 255's and Annual reviews	Division of Field Servides - 255's and Annual reviews	Division of Investigative Services - 255's and Annual reviews	Division of Standards & Training - 255's and Annual reviews	Air Wing Init- Lawrence - 255's and Annual reviews	Atr-Wine Unit - Plymouth - 255's and Annual reviews	Armorer Section - 255's and Annual reviews	Affirmative Action Unit- 255's and Annual reviews	nanvers takeville. Springfield, Sudbury, Sturbridge Ballistics 255's and annual reviews	Air Wing Unit-Westover - 255's and Annual reviews	Canine Section - 255's Annual reviews	Corrification Unit - 255's and Annual reviews	Accident Reconstruction - 255's and Annual reviews	Commercial Driver Training (CDL) - 255's and Annual reviews		Cold Case Unit - Annual reviews	Command Coordination Center- Annual reviews	AG's Office Detective Unit - Boston/Springfield- Annual reviews	Rocton Maior Care Linit - Annual reviews	Dawore Firearms ID Section - 255's and Annual reviews	Laborate Greatme in Kaction - 255's and Annual reviews	natural Colons Hith Americ Fadaus	Behavioral Science Unit - Annual reviews	Body Shop - 255's and Annual reviews		Community Service Section - 255's and Annual reviews
Section	D2-4b	D2-4b	D2-4b	02-4b	n2-4h	D2-4b	02-4h	02.4h	02.4h	D2 4h	02-40 02.4h	47 CO	02-40 07-40	D2-4b	D2-4h	02-4h	02-4b	03 Ab	72-4D	02.4b	02-45 02-4b	D3.4b	D2-4b		02-4b	D2-4h	02-4b	02.46	02.4b	D2-4b	D2.4b	D2-4h	D2.4h	D2 44	0.44 FO	45 ch	DZ-4D	D2-4b	D2-4b	D2-4b	D2-4b
Applicable schedule	02-11	02-11	02-11	02-11	02.11	02-11	02-11	02.11	02-11	02-11	17-20	02-11	02-11	02.11	02-11	02.13	02.11	03 43	02.11	02.11	02.11	02.11	02-11	02-11	02.11	02.11	02-44	00.11	02-11	02.11	02.11	02-11	02-11	00 44	71-20	11.70	11-70	02-11	02-11	02-11	02.11

Annicable schedule	Section	Description of Record	Inclusive Dates
Applicant 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
00.11	D2-4h	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		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		1989-08
02-11	D2-4b	Facilities Management Section- GHQ - 255's and Annual reviews	1998-08
02-11	D2-4b		2007-2008
02-11	D2-4b	Fire/Explosion Investigation/Fire Marshal's Section - 255's and Annual reviews	1998-08
02-11	D2-4h	MSP Museum & Learning Center - Grafton - Annual reviews	2008-08
02-11	D2-4b		1995-03
00-11	D2-4h	Digital Evidence & Multimedia Section - 255's and Annual reviews	2008
02-14 02-11	D2-4b	Diversion Investigative Unit - 255's and Annual reviews	1994-08
02.13	D2-4h	Division of investigative Intelligence 255's and Annual reviews	1998-99
02.11	D2-4b		1996-07
11 00	02.4h	Emergency Management Section - 255's and Annual reviews	1982-08
02-14	02-4b	Executive Profection Unit - 255's and Annual reviews	2003-08
00.11	D2-4h		1999-03
02.44	02-4h		1996-08
02.11	D2-4h		1996-08
17.00	D2-4h		2003-08
02.11	D2-4b		1998-07
02.11	D2-4h	Racing Commission Unit (RCU)- Annual reviews	1996-04
			1080.08
02-11	D2-4b	reviews	1999-08
02-11	02-4b	Harassment investigation because = 2.2.3 salut Annua i Evicino	1996-99
02-11	D2-4b	Hazardous Device Section - 255 s and Amnual reviews	
02-11	D2-4b	State policy guides	
02-11	D2-4b	Asset Coordinators personal files	
02-11	D2-4b		7 T T T T T T T T T T T T T T T T T T T
02-11	D2-4b	Print outs of MMARS transactions	2011
02-11	02-4b	Notebook of MMARS Instructions	1986
02-11	D2-4b	Print outs of MMARS fransactions	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 1987,1998,1890,2002,2006	The state of the s

Inclusive Dates	2006	2003	2008	The state of the s		2002	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2000-08	2000-08	2000-06	2000-08	2000	2001-08	2000	2001-08	2005-07	2005-07	2001-08	2001-08	2001-08		2008	2000-07	1998-07	2000-07	2000-07	2001-06	2007-08	2001-08.	2001-08	30A.07	2008	AVVE
Description of Recard						Unit - Boston/Springfield- 255's and Annual reviews				Detective Marcofics Units - 255's and Annual reviews		Varicouts Office 255 salid African Centers	Unit - 255 Salid Aliffidati eviews			dictilis Office 200 same American Services	inform 2551 and Annual Parlaute	chaires cention 255's and Annual reviews	STATES CONTROL 250 and Annual raviawie	Selvices Section - 255's and Annual reviews	le Jel Vices Jirano Color and Annual reviews	Services Section - 255 Said Allitudi Evicava	Leorninster Crime Scene Services Section - 2333 and Annual reviews	Middleboro Crime Scene Services Section - 253 Saltu Athinaa reviews		<u> </u>	ICS - 255 Sand Annual reviews	le Services Section - 255 source remains and services	Utill - 255 Salid Attitudi Leviews	105 - 205 S BILL MILITAR LEVENTO	Lakeville Crime Laboratory Administration - 233 sand American Contract Cont	LakeVIIIe Criminator Control Designed Anning reviews	A CONSTANT Annual reviews			Office A.J. Salla Christan Landing						ponse Unit - 255's and Annual Reviews	- 255's and Annual reviews
	יובבויי	2002	5,25.8	Inventory folders	Asset Coordinators per	AG's Office Detective (	Berkshire Detective Ur	Briefol Detertive Unit -	Cana & Iclands Detecti	Cape & Islands cult	rankini/nanpanie	Hampden Detective,	Middlesex Detective U	Norrolk Detective Unit	Plymouth Detective/ IV	SUffork Detective/Nat	Worcestel Defective	Essex Detective Unit	C alianc airing aceine	Boume Crime Scene S	Agawatii Cilile Stelle	Devens Crime scene s	Leominster Crime So	Middleboro Crime S	Northampton Crime S	N. Sudbury Crime Sce	Danvers Criminalistic	Danvers Crime Scene	Danvers Crime Lab UI	Sudduly Criminalsuc	Lakeville Crime Lab	Lakeville Criminansuk	Adamand Colmo lab (	Maynord Crime Lab	Coulting Domb Acon	Suddury Boillo Alson	Sudbury Evidence Co	Agawam Crime Lab L	Sudbury Crime Lab T	Sudbury Crime Lab 1	Sudbury Crime Scene	Sudbury Crime Respi	Devens Crime Lab - 2
Cortion	Section As	05-70	D2-4b	D2-4b	D2-4b	D2-4b	D2-4b	02 4P	02-46 02-48	77-70	U2-4D	D2-4b	D2-4b	D2-4b	D2-4b	DZ-4b	D2-40	D2-4D	05-70	02-4b	07-40	D2-4b	D2-4b	D2-4b	D2-4b	D2-4b	D2-4b	D2-4b	D2-4b	02-40	D2-4b	05:40	05-40	D2-40	05-70	05-40	D2-4b	D2-4b	D2-4b	D2-4b	D2-4b.	D2-4b	D2-4b
Americantely out a deal	Applicable schedule	02-11	02-11	02-11	02-11	02-11	03 41	11-70	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11

Inclusive Dates	80-0007	2004-08	80-861	200/-08	80-8007	2007-08	2007-08	2007-08	2007-08	5006	2006	2008	2003-07	1999-08	2000-08	2000-08	2000-08	2000-08	.2000-08	2000-08	2000-08	2000-08	2000-08	2000-08	2000-08	2000-08	2000-08	2000-08	2009	1982	1983	1984	1985	1999-2008	1999-08	1999-08	1999-08	1999-08	10001	OD-CCCT
Description of Record	Southeast Criminalistics - 255's and Annual reviews	Special Cr. Scene Response Team-Sudbury - 255's and Annual reviews	Maynard Office of Alcohol Testing (OATS) - 255's and Annual reviews	Maynard Crime Lab Administration- 255's and Annual reviews	Maynard Crime Laboratory DNA - 255's and Annual reviews	Maynard Criminalistics Unit - 255's and Annual reviews	Springfield Crime Scene Services Section- 255's and Annual reviews		–	- t .				Sudding Drift Laboratory Unit- 255's and Annual reviews	Agawam/Soringfield Gang Unit - 255's and Annual reviews		Danvare Gang Unit- 295's and Annual reviews	Delivers Committee of Applies Pavious	Downer Canada A Troop 2 955's and Aminal reviews	Dailyets Course of Charles and Apparal randows	Devells Galage - 252 agent minimal remiser.	Individual Sarana - District And Annual reviews		South Boston Garage - H Troop 255's and Annual reviews			Middleboro Badio -255's and Annual reviews	Northampton Radio -255's and Annual reviews			SP-257's (Predecessor to SP255's) Tag # 4001-6200	SP-257's (Predecessor to SP255's) Tag# 6201-10300	SP-257's (Predecessor to SP255's) Tag # 20001-21435	Human resources Section (HR) - 255's and Annual reviews	Incident mgt. & Assist, Tearn (IMAT) -255's and Annual reviews	Internal Affairs Unit - 255's and Annual reviews	Irrentification Section - Sudbury (AFIS) - 255's and Annual reviews	Modia Relations - GHO - 255's and Annual reviews	TALLANT TAKEN CANADA TAKEN CANA	Marine Section -255's and Annual reviews
Section	D2-4b	D2-4b	D2-4b	D2-4b	D2-4b	D2-4b	D2-4h	02.4h	D2-40	75.45	02-40	U2-4D	D2-40	02-4b	02.40 02.4b	04-40	02-40 53.45	04-20	02-40	0.2-40	07-70	05-40	D2-40	D2-4D	72 48 72 48	D2-4b	D2.4h	D2-4b	D2-4b	D2-4b	D2-4b	D2-4b	D2-4b	D2.4h	D2-4D	D2.4h	02-4b	25.45	77.47	19-CU
Applicable schedule	02-11	02-11	07-11	02-11	100.11	02.11	02-14	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-13	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-11	02-71	02-11	77.77	02.11	02.11	02-11	02-31	02.11	02.11	02.11	02-11	02-11	02-11	02-11	02-11	

olinko don el timito d	Section	Description of Record	Inclusive Dates
Applicable schedule	D2-4h	MV Regulatory Section (MVRS) - 255's and Annual reviews	2000-08
02-11	02-4h		2002 2008
02-11	24-27 24-20		1999-00
02-11	172.45	Ombrideman & Firatrin I Iransing Unit - 255's and Annual reviews	2006-08
02-11	45-50	Marcatic Cartion, 255k and Annual reviews	2007-08
02-11	02-40		1999-08
02-11	02-40 52-4b	Narcouck Hispercity 8. For all Opportunity - 255's and Annual reviews	2007-08
02-11	02-40	Office of The Chief Least Chincil - GHO - 255's and Annual reviews	1999-08
02-11	45.50	On the Chick Age Braintee - 255's and Annual reviews	2005-08
02-11	02.46		2006-08
02-11	05-40	Payton Section 255 and Ameria reviews	1999-07
02-11	77-40	Pullygight Dur. 223 3 girls Amiraka sandahara palawa	1999-08
02-11	D2-4D		1999-08
02-11	D2-4D	Rading Colliniasion Curt (NCO) 200 5 and Annual raviaws	2000-08
02-11	D2-40	remainden classificat Trailer (CH (GHO) - 255's and Annual reviews	. 2005-07
02-11	02-40	Frailingual Decument Dance of Color	2007
02-11	02-40	Framingham Fiet Incident Trailer CF-1 (SING) 250.5 and American Companies	1996-08
02-11	07-40	Special Operations out, 2233 a and outdanger	1006.08
02-11	D2-4b		1996-08
02-11	D2-4b	STOP Team -255's and Annual reviews	30.007
02-11	D2-4b	Strategic Planning Section - 255's and Annual reviews	1996-08
03.44	D2-4b	Supply Section -255's and Annual reviews	30-9861
00.41	D2-4b.	Telecommunications - GHQ - 255's and Annual reviews	1996-08
00.11	D2-4b	Training Academy (SPA) - 255's and Annual reviews	1999-08
02:11	D2-4b		2003-08
02-11	D2:4b	Framingham Communications Section - 255's and Annual reviews	2000-08
02-71	n2.4h	Holden Communications Section -255's and Annual reviews	2000-08
02-11	n2-4h	Middleboro Communications Section -255's and Annual reviews	2000-08
02-11	D2-4h	New Braintree Communications Section - 255's and Annual reviews	2000-08
71-70	02-4h	Northampton Communications Section -255's and Annual reviews	2000-08
02-11	21 - 22 C	chalkuran Balls Communications Section - 255's and Annual reviews	2000-08
02-11	07-40	Schild Darton Communications Section - 255's and Annual reviews	2000-08
02-11	05-70	South Design Colling and the Court of the Court of Assets of Asset	2000-08
02-11	D2-4b	Violent Fugitive Apprenension Section (Viras) - 255 sain Antional Perions	1999-08
02-11	02-4b		1000
02-11	D2-4b	Vehicle Services Section - 255's and Annual reviews	הההד
02-11	D2-4b	Metro-Boston Gang Unit - 255's and Annual reviews	2000-08
02.33	D2-4b	New Bedford Gang Unit - 255's and Annual reviews	2000-08
77-70	02-4h	Northshore Gang Unit - 255's and Annual reviews	2000-08
02-11	7. 1.		



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:

Autoritory Contorus	02/11
i de la companya della companya dell	12/11
Attorney General Attorney General's Office Executive/Fair Labor Division	10/11
	12111
Attorney General Office of the Attorney General Various Bureaus/Divisions 0	02/11
Energy & Environmental Affairs Department of Environmental Protection Central Regional Office	
	02/11
Health & Human Services Department of Mental Health Corrigan Mental Health 0	02/11
Health & Human Services Department of Public Health Purchase of Service 0	02/11
Health & Human Services Department of Public Health Tewksbury Hospital	02/11
Higher Education Bridgewater State University Connect Card Office 0	02/11
	02/11
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	02/11
	02/11
	)2/11
Public Safety & Security Mass State Police Motor Vehicle Regulatory Section	
Commercial Drivers License 0	)2/11

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

record as authorized by its applicable retention schedule. This form replaces forms RCB-2 and RCB-2E. (RCB USE ONLY) You do not need to submit a form to destroy records designated ADMINISTRATIVE USE. APPROVALS Executive Office of Public Safety Pursuant to the provisions of M.G.L. c 1. Destruction Permission for: 30, § 42, as most recently amended, the Agency, Authority, Executive Office Records Conservation Board hereby grants permission to destroy the records listed Department of State Police - Bureau of Finance in this application under the Disposal Schedule(s) above. Department, Division, Unit, etc. RECORDS 2. Total approximate volume of records to be destroyed (boxes, file drawers, cubic feet, megabytes, CONSERVATION BOARD gigabytes, number of electronic records, etc.): 86 Banker Boxes Chairman 3. Are these records stored at the State Records Center? YES Secretary 4. Name and phone number of person whom the RCB may contact to discuss the contents of this application: 508 820-2146 -Deborah J. Broderick Date of approval Phone Print or Type Name

5.	I certify that the records listed below are eligible for deschedule as cited below, and are not the subject of any investigation.	estruction under the applicable retention litigation hold or pending or actual audit or	
	Deborah J. Broderick	508 820-2146	
	Print or Type Name	Phone	•
	De Feral & Broderick	4/22/16	
	Signature of Authorized Agent	Date	

470 Worcester Road, Framingham, MA 01702

Address

IMPORTANT! Your Agency must submit this form to request permission to destroy the last copy of a

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

DO NOT USE THIS SPACE

[8

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	D4-3a	Time and Attendance Records	6 years	2006-2009
02/11	D4-5	Payroll Administration Records	6 years	2009
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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 DO NOT USE THIS SPACE record as authorized by its applicable retention schedule. This form replaces forms RCB-2 and RCB-2E. (RCB USE ONLY) You do not need to submit a form to destroy records designated ADMINISTRATIVE USE. APPROVALS: Massachusetts State Police Pursuant to the provisions of M.G.L. c. 1. Destruction Permission for: 30, § 42, as most recently amended, the Agency, Authority, Executive Office Records Conservation Board hereby grants permission to destroy the records listed Motor Vehicle Regulatory Section/Commercial Drivers License in this application under the Disposal Schedule(s) above. Department, Division, Unit, etc. RECORDS 2. Total approximate volume of records to be destroyed (boxes, file drawers, cubic feet, megabytes, CONSERVATION BOARD gigabytes, number of electronic records, etc.): 22 bankers boxes Chairman 3. Are these records stored at the State Records Center? YES Secretary 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 Date of approval 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 Nam Phone 4/8/16 Signature of Authorized Agent Date

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



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	
Altorney General	Bureaus	<del>* -</del>	. 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 Housing & Community Development Massachusetts Convention Center Authorit Massport Massport Massport Public Safety & Security Treasurer and Receiver General  Application for Scanning and Destruction	Accounting/Accounts Payable Capital Programs Compliance Risk Management Department of Correction Department of Correction Department of Correction Mass State Police Middlesex Sheriff/Dept of Correction Nantucket Sheriff's Department Finance/Lottery	Human Resources  5050/5051  5120  5045  5090  MCI – Norfolk  South Middlesex Correctional Victim Service Unit Forensic Services Group Sherriff/Classification Civil Process Claims/Validation	02/11 02/11 02/11 02/11 02/11 02/11 02/11 02/11 02/11 02/11 02/11
Administration & Finance Energy & Environmental Protection Energy & Environmental Protection Health & Human Services	Department of Revenue Department of Revenue Department of Revenue Department of Revenue MassDEP MassDEP MassHealth	CSE – Braintree CSE – Woburn CSE – Woburn Executive - RMU Bureau of Waste Prevention Bureau of Waste Prevention Office of Clinical Affairs	02-09E 02-09E 02-09E 01-04E 02/11 02/11
Application for Destruction Permission Massport	on Form RCB-2M, from: Human Resources	5030	02/11
Application for Transfer Permission on Education Secretary of the Commonwealth	Form RCB-2T, from: Early Education & Care Public Records	Metro Boston, Region 6 Commissions	02/11 02/11

# 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

Vo	record can be destroyed unless it is included in an authorized disposal schedule.	DO NOT USE THIS SPACE
١.	Destruction Permission for: Mass Stat Police (EOPS)	Disposal Schedule(s) #
	Forensic Services Group	02/11
	Department/Agency Division, Unit, etc.	APPROVALS:
2.	Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.)  2 / //c boxes	Pursuant to provisions of M.G.L., Ch. 30, S. 42, as most recently amended, the Records Conservation Board hereby grants
3.	Location of records: Horse ford Road Sudbung Facility	permission to destroy the records listed in this application under the Disposal Schedule(s) above.  RECORDS
۵ŧ.	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.	CONSERVATION BOARD
	Major James Currelly	Chairman
	Print or Tone Moure	
	124 Actor St Maynard MA 01754	Secretary
	Address	, ,
	Major In Country 2-15-13	Dine of approval
	Signature of Department Vicad or Authorized Agent Date	
		S (Same Supremental to American

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-/	Ing Unit Quality Control Records.	342015	Van 2000 > Drc 2000



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	. 102/11
Higher Education	Westfield State University	Student Affairs 13/0	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
	Worcester Housing Authority  Worcester Housing Authority	Management Department	02/11
Housing & Community Development	OCA	Division of Professional Licensure	02/11
Housing & Economic Development	OCA	Division of tholessional Electronic	02/11
Massachusetts Water Resources Authority	Diele Management	5090	02/11
Massport	Risk Management	5090	02/11
Public Safety & Security	Hampshire Sheriff's Office	Einne Durce.	02/11
Public Safety & Security	State Police	Finance Bureau	
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/Payro	
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	n 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
Tarring again a r mario			
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
Масорот	3	·	
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
, upile daloty a decounty	and a control of the		

### III. New Business

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

# 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

No	PORTANT! You must re-submit this form each time you record can be destroyed unless it is included in an aut	thorized disposul schedule.	Submit in triplicate:  DO NOT USE THIS SPACE
1.	Destruction Permission for: Executive Office of	of Public Safety	Disposal Schedule(s) #
		Executive Office, Authority :	02/11
	Department of State Police	Finance Bureau	02/11
	Department/Agency .	Division, Unit, etc.	
2.	Total approximate volume of records proposed to b 88 Banker Boxes	ne destroyed (cubic feet, file drawers, boxes, etc.)	APPROVALS: Pursuant to provisions of M.G.L., Ch. 30, S. 42, as most recently amended, the Records Conservation Board hereby grants
3.	Location of records: 470 Worcester Road, Fra	amingham, MA 01702	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 date of this agency's Disposal Schedule(s) thus satis be kept for a specified length of time and are not so	sfying the legal requirements that certain records	RECORDS CONSERVATION BOARD
	Deborah J. Broderick		Chairman
	Print or Type Name	The state of the s	
	470 Worcester Road, Framingham, MA 01	702 508 820-2146	Secretory
	Deliera G Broll NOS	Phone . 5/22/13	
	Signature of Department Held or Authorized Agent	Daie	

Applicable Schedule	Item No.	Description of Record	Retention Period	Inclusive Dates
Example: 01/11	D2-4b	Fiscal Audit Records	6 years	2000-2004
02/11 02/11 02/11 02/11 02/11 02/11 02/11	D1-7 D1-7 D1-8 D4-1 D4-3a D4-5 J4-4	Routine Accounting Records Routine Accounting Records Bank and Cash Records Travel Expense Records Time and Attendance Records Payroll Administration Records Dispatch and Communication Recordings	3 years 3 years 3 years 3 years 6 years 1 year	2002 2006-2008 2006-2007 2006-2007 1996-200% 6 1994-200% 6 2002-2006



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	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

Harrison C. Oanner its Davidson t	5.6 1.6 1. A 11. 11	•	
Housing & Community Development	Monson Housing Authority		02/11
Housing & Community Development	Norwood Housing Authority		02/11
Housing & Community Development	Quincy Housing Authority		02/11
Housing & Community Development	Webster Housing Authority		02/11
Housing & Community Development	Worcester Housing Authority	Maintenance Department	02/11
Housing & Community Development	Worcester Housing Authority	Management Department	02/11
Labor & Workforce Development	Fiscal		02/11
Labor & Workforce Development	Unemployment Assistance	Legal Department	02/11
Labor & Workforce Development	Unemployment Assistance	Legal Department	02/11
Massachusetts Board of Library Commission			02/11
Public Safety & Security	Office of the Chief Medical Examiner	EOPSS	02/11
Public Safety & Security	Mass State Police	Legal, Fiscal, Fleet Section and	
		Payroll Unit	02/11
Treasurer & Receiver General	Lottery - Finance	Audit & Control	02/11
Treasurer & Receiver General	Lottery – Finance	Claims & Validation	02/11
Treasurer & Receiver General	Lottery - Finance	Claims & Validation	02/11
Treasurer & Receiver General	Lottery – Finance	Licensing	02/11
Treasurer & Receiver General	Lottery - Finance	Licensing	02/11
Treasurer & Receiver General	Lottery - Finance	Ticket Return	02/11
Treasurer & Receiver General	Lottery – Finance	Ticket Return	02/11
Treasurer & Receiver General	Lottery	Accounting	02/11
Treasurer & Receiver General	Lottery	Accounting	02/11
Treasurer & Receiver General	Lottery	Accounts Payable	02/11
Treasurer & Receiver General	Lottery	Compliance	02/11
Treasurer & Receiver General	Lottery	Compliance	02/11
Treasurer & Receiver General	Lottery	Payroll	02/11
Treasurer & Receiver General	Lottery	Braintree Sales	02/11
Treasurer & Receiver General	Lottery	Sales Braintree	02/11
Treasurer & Receiver General	Lottery	Season Tickets	02/11
Treasurer & Receiver General	Lottery	Season Tickets	02/11
	2010.		
Application for Transfer Permission on Fe	orm RCB-2T, from:		•
Attorney General	Bristol District Attorney's Office	Appellate Division	02/11
Energy & Environmental Affairs	MassDEP	Office of Admin Appeals	02/11
Health & Human Services	Developmental Services	Central West DDSRegional Office	02/11
Higher Education	UMass Medical School	Drugs of Abuse Laboratory	02/11
Massachusetts Board of Library Commission			02/11
Mass Department of Transportation	MBTA	Human Resources	02/11
mate Department of Harlopertation	Terror to C		J_,



### 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. (RCB USE ONLY) You do not need to submit a form to destroy records designated ADMINISTRATIVE USE. APPROVALS: Pursuant to the provisions of M.G.L. c Executive Office of Public Safety/Security - Mass State Police 30, § 42, as most recently amended, the 1. Destruction Permission for: Records Conservation Board hereby grants Agency, Authority, Executive Office permission to destroy the records listed Legal Section, Fiscal Section, Fleet Section, and Payroll Unit in this application under the Disposal Schedule(s) above. Department, Division, Unit, etc. RECORDS 2. Total approximate volume of records to be destroyed (boxes, file drawers, cubic feet, megabytes, CONSERVATION BOARD gigabytes, number of electronic records, etc.): 90 "banker" boxes Chairman Are these records stored at the State Records Center? YES Secretary 4. Name and phone number of person whom the RCB may contact to discuss the contents of this application: 508-820-2342 Date of approval Joanne Carney PhonePrint or Type Name MSP Headquarters, 470 Worcester Road, Framingham MA 01702

Investigation.  Maribel Fournier	508-820-2366
Print or Type Name	Phone 4/7/15
Signature of Authorized Agent	Date

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

Address

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

DO NOT USE THIS SPACE

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	D2-4b	Copies of MMARS documents	6 years	1999-2008
02-11	D4-3a	Time and Attendance - Discrepancy/exceptions	6 years	2007-2008
02-11	D4-5	Payroll correspondance	6 years	1999-2008
02-11	E6-1b	Accident and Injury ILD letters	6 years	2007-2008
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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	Lòcal Services - Local Assessmen	nt 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

220 Morrissey Boulevard, Boston, Massachusetts 02125 · (617) 727-2816 www.sec.state.ma.us/arc/arcrcb

Higher Education Higher Education Higher Education	Greenfield Community College Greenfield Community College Greenfield Community College	Financial Aid Health Services Outdoor Leadership Program/	02/11 02/11
Higher Education Higher Education Higher Education	Greenfield Community College Mass College of Art & Design Mass College of Art & Design	Adventures Unlimited Registrar Academic Affairs/Registrar's Office Administration & Finance/	02/11 02/11 02/11 02/11
Higher Education	Mass College of Art & Design	Business Office 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 Higher Education Higher Education	Westfield State University Westfield State University Westfield State University	Department of Public Safety	02/11 02/11 13/00
Housing & Community Development Labor & Workforce Development Labor & Workforce Development	Gloucester Housing Authority Budget & Finance Fiscal	population and carety	02/11 02/11 02/11
Labor & Workforce Development Mental Health Legal Advisors Committee	Unemployment Assistance Supreme Judicial Court	Legal Department	02/11 02/11 02/11
Mental Health Legal Advisors Committee Public Safety & Security Public Safety & Security	Supreme Judicial Court Bristol County Sheriff's Office State Police	Records Administrative Services	02/11 02/11
Public Safety & Security Secretary of the Commonwealth Secretary of the Commonwealth	State Police Elections Division Elections Division	C-Troop	02/11 02/11 02/11 02/11
Secretary of the Commonwealth State Ethics Commission Treasurer	Lobbyist Division Legal Division Administration		02/11 02/11 02/11 02/11
Treasurer Treasurer	Administration Administration	Legislative Payroll	02/11
Application for Scanning and Destruction	n Permission on Form RCB-2E, from:		
Health & Human Services	Mass Health	Office of Clinical Affairs	)7-12E
Application for Transfer Permission on F	Form RCB-2T, from:		
Center for Health Information and Analysis Health & Human Services Housing & Economic Development Housing & Economic Development Housing & Economic Development	Finance Division of Professional Licensure Division of Professional Licensure Division of Professional Licensure	Accounting/Agencies	02/11 02/11 02/11 02/11 02/11

## 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.srate.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)

record as authorized by its applicable ret You do not need to submit a form to de	mit this form to request permission to destroy the last copy of a tention schedule. This form replaces forms RCB-2 and RCB-2E. stroy records designated ADMINISTRATIVE USE.	DO NOT USE THIS SPACE (RCB USE ONLY).
1. Destruction Permission for:	utive Office of Public Safety and Security	Pursuant to the provisions of M.G.L. c. 30, § 42, as most recently amended, the
1. Destruction remassion for.	Agency, Authority, Executive Office	Records Conservation Board hereby grants permission to destroy the records listed
Department of State Police, Divis	sion of Administrative Services	in this application under the Disposal
	Department, Division, Unit, etc.	Schedule(s) above.
Total approximate volume of record gigabytes, number of electronic record	ds to be destroyed (boxes, file drawers, cubic feet, megabytes, ords, etc.):	RECORDS CONSERVATION BOARD
95 Banker Boxes		Chairman
3. Are these records stored at the Stat	re Records Center? YES NO	Secretary
4. Name and phone number of perso application:	on whom the RCB may contact to discuss the contents of this	Secretary
application.  Deborah J. Broderick	508 820-2146	Dase of approval
Print or Type Name	Phone	
470 Worcester Road, Framingha	nm, MA 01702	
Address		
<ol> <li>I certify that the records listed belo schedule as cited below, and are no investigation.</li> </ol>	w are eligible for destruction under the applicable retention or the subject of any litigation hold or pending or actual audit or	

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-J	Public Records Request Records	3 years	2008-2010

508 820-2366

Phone 5/29/2014 Date

Maribel Fournier

Applicable Schedule	Section	Description of Record	Retention Period	Inclusive Dates (MM/YY - MM/YY)
Example: 02-11	D2-4b	Description of Record Fiscal Audit Records	6 years	01/00-12/04
02/11	D1-7	Routing Accounting Records	3 years	2008-2009
02/11	D4-5	Payroll Administration Records	6 years	2007
02/11	E2-3b	Recruitment and Hiring Records	3 years	1998-2009
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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.

Yo	1 do not need to submit a form to destroy r	ecords designated ADMINISTRATIVE USE.	APPROVALS:
1.	Destruction Permission for: Executive (	Office of Public Salety & Security	Pursuant to the provisions of M.C.I. a. 30, § 42, as most recently amended, the
		Agency, Authority, Executive Office	Records Conservation Board hereby grants
	Department of State Police - C-Troop		permission to destroy the records listed in this application under the Disposal
		rtment, Division, Unit, etc.	Schedule(s) above.
2.	Total approximate volume of records to be gigabytes, number of electronic records, et	destroyed (boxes, file drawers, cubic feet, megabytes, c.):	RECORDS CONSERVATION BOARD
	36 Banker Boxes		
3.	Are these records stored at the State Reco	rds Center? YES • NO	Chairman
4.	Name and phone number of person who application:	m the RCB may contact to discuss the contents of this	Secretary
	Deborah J. Broderick	508 820-2146	Date of approval
	Print or Type Name	Phone	
	470 Worcester Road, Framingham, MA	A 01702	
	Address		
5.	I certify that the records listed below are elschedule as cited below, and are not the su investigation.		
	Maribel Fournier	508 820-2366	
	Print or Type Deene	Phone	•
	Whether the	6/17/14	
,	Signature of Auchorized Agent	Date	

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

(RCB USE ONLY)



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	
<del></del> .	Describerant of Devenue	Management Administrative Affairs – Revenue	02/11
Administration & Finance	Department of 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 Center of Health Information & Analysis	MA Commission Against Discrimination DHCFP		02/11 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 Developmen					
Š		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				
Application for Destruction Permission on Form RCB-2M, from:							
Application for Destruction ( chillosion			00/44				
Massport	Risk Management	Unit 5090	02/11				
Application for Transfer Permission on Form RCB-2T, from:							
Secretary of the Commonwealth	Public Records	Commissions	02/11				
State Treasurer	Mass Cultural Council	Folk Arts & Heritage Program	02/11				

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 DO NOT USE THIS SPACE record as authorized by its applicable retention schedule. This form replaces forms RCB-2 and RCB-2E. (RCB USE ONLY) You do not need to submit a form to destroy records designated ADMINISTRATIVE USE. APPROVALS: Pursuant to the provisions of M.G.L. c. 1. Destruction Permission for: 30, § 42, as most recently amended, the Agency, Authority, Executive Office Records Conservation Board hereby grams permission to destroy the records listed Department of Star Police Crime Laboratory in this application under the Disposal Schedule(s) above. Department, Division, Unit, etc. · RECORDS 2. Total approximate volume of records to be destroyed (boxes, file drawers, cubic feet, megabytes, CONSERVATION BOARD gigabytes, number of electronic records, etc.): 15 banker boxés Chairman 3. Are these records stored at the State Records Center? YES Secretary 4. Name and phone number of person whom the RCB may contact to discuss the contents of this application: Cathleen Morrison 978-451-3306 Date of approval Print or Type Name Phone Crime Lab 124 Acton Street Maynard MA 01754 Address

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

Major Joseph V. Mason, Jr. Deputy Division Command

investigation.

Print or Type Name

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		

978-451-3300

Applicable Schedule	Section	Description of Record	Retention Period	Inclusive Dates (MM/YY - MM/YY)
Example: 02-11	D2-4b	Fiscal Audit Records	6 years	
		Hinton Laboratory in Jamaica Plain or the DPH Lab		and an arrange of the state of
		previously located in Amherst, MA.		,
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### **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** 

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

Application for Destruction Permission of	on Form RCB-2, from:		
Administration & Finance Administration & Finance Administration & Finance Comptroller Energy & Environmental Affairs Energy & Environmental Affairs Health & Human Services Health & Human Services Higher Education Housing & Community Development	Department of Revenue Department of Revenue Department of Revenue Office of the State Comptroller Agricultural Resources State Reclamation Board Children & Families Department of Developmental Services Bridgewater State University Mass College of Art & Design University of Massachusetts, Amherst Westfield State University Marlborough Community Development Authority	Local Serv. – Loc. Ass. Local Serv. – Loc. Ass TSD – Coll. Resource Management Bureau Animal Health  Taunton/Attleboro Area Fernald Center Connect Card Academic Affairs/Graduate Programs Administration & Finance Admin & Finance/Business Office Institutional Advancement Undergraduate Admissions Office UMass/Amherst Police Department Counseling Center Housing Division	02/11 02/11 02/11 02/11 02/11 02/11 02/11 02/11 02/11 02/11 02/11 02/11 02/11 02/11
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Housing & Community Development

Mansfield Housing Authority

02/11

			0044
Housing & Community Development	Northampton Housing Authority		02/11
Housing & Community Development	Springfield Housing Authority	December	02/11 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	
Secretary of the Commonwealth	Elections Division	52/89, 4/85, 24/8	02/11
State Ethics Commission	NA DO TO LES CONTRACTOR	Human Dagourges	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	UZi 1 1
Application for Scanning and Destructi	on 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
Administration & Finance	Department of November		
Application for Destruction Permission	on Form RCB-2M, from:		00///
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 or	Form RCB-2T, from:		
	Civil Service Commission		02/11
Administration & Finance	Information Technology	Technical Finance Group	02/11
Administration & Finance	Victim & Witness Assistance Board	MOVA	02/11
Attorney General	Victim & Witness Assistance Board	MOVA	02/11
Attorney General	State Auditor's Office	Chicopee – Audit Operations	02/11
Auditor	State Auditor's Office	Marlborough Regional Office	02/11
Auditor	Office of the State Comptroller	Resource Management Bureau	02/11
Comptroller	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
Health & Human Services	Elections Division		02/11
Secretary of the Commonwealth	State Publications & Regulations	•	02/11
Secretary of the Commonwealth	State Lanioations & Headingtons		02/11
State Ethics Commission		•	

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

	PORTANT! You must re-submit this form each time yo record can be destroyed unless it is included in an a		Submit in triplicate:  DO NOT USE THIS SPACE
	Destruction Permission for: Executive Office	e of Public Safety	Disposal Schedule(s) #
	Department of State Police	Executive Office, Authority  Legal Unit	05/11
2.	Department/Agency  Total approximate volume of records proposed to 7 Boxes	Division, Unit, etc. To be destroyed (cubic feet, file drawers, boxes, etc.)	APPROVALS: Pursuant to provisions of M.G.L., Ch. 30, S. 42, as most recently amended, the Records Conservation Board hereby grants
3.	Location of records: 470 Worcester Road, F	Framingham, MA 01702	permission to destroy the records listed in this application under the Disposal Schedule(s) above.
4.		in this application were made prior to the retention atisfying the legal requirements that certain records t subject to pending audit or investigation.	RECORDS CONSERVATION BOARD
	Deborah J. Broderick		Cluirman
	Print or Type Name		'
	470 Worcester Road, Framingham, MA 0	01702 508 820-2146	Secretary
	Where Descoleral	Phone 7/22/13	/ / Date of appraval
	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
02/11	82-1	Public Records Request Records	3 years	1996 to July 2010
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### REGULAR MEETING AGENDA

June 6, 2012

### I. Review of Approval of Minutes

### II. Review of Approval of Forms

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 Developmer	nt		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
) P. J	Bunker Hill Community College	Registrar's Office (Fr. Enrollment Services)	
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 Mr & Deelgh		

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 Ser	,			
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		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	State Police	CHQ Holden Headquarters	01/11			
Public Safety & Security	State Police	Legal Division	01/11			
Application for Scanning and Destruction	n Permission on Form RCB-2E, fr	om:				
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 I	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			
<del></del>						

#### 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

Submit in triplicate:

	PORTANT! You must re-submit this form each time you record can be destroyed unless it is included in an au	Submit in triplicate:  DO NOT USE THIS SPACE ==	
1.	Destruction Permission for: Executive Office of Public Safety & Security		Disposal Schedule(s) #
	-	Executive Office, Authority	Supposition series
	Department of State Police	CHQ Holden Headquarters	91/11
	Department/Agency	Division, Unit, esc.	
2.	Total approximate volume of records proposed to 8 boxes (17"x9")	APPROVALS:  Pursuant to provisions of M.G.L., Ch. 30, S. 42, as most recently amended, the Records Conservation Board hereby grants	
3.	Location of records: 612 Main Street, Rte. 12	22A, Holden, MA 01520	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 date of this agency's Disposal Schedule(s) thus sati be kept for a specified length of time and are not s	RECORDS CONSERVATION BOARD	
	Deborah J. Broderick, Director, Bureau of	Finance	Chairman
	Print or Type Name		İ
	470 Worcester Road, Framingham, MA 01	1702 508-820-2146	Secretary
	Address Dellard Of Budench	. Phone 4/19/12	Date of upproval
	Signature of Department Plead or Authorized Agent	Date	

Example: 01/11 D2-4b Fiscal Audit Records 6 year 01/11 A11-2 General Administrative Correspondence Cruiser Crashes 3 years 3 years	2005 & prior

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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

MPORTANT! You must re-submit this form each time y	our agency destroys any of the records listed herein.	Submit in triplicate:
No record can be destroyed unless it is included in an i	authorized disposal schedule. e of Public Safety & Security	DO NOT USE THIS SPACE
Destruction Permission for:	Executive Office, Authority	Disposal Schedule(s) #
Department of State Police	Legal Division	01/11
Department/Agency	Division, Unit, etc.	APPROVALS:
<ol> <li>Total approximate volume of records proposed t</li> <li>12 Boxes</li> </ol>	to be destroyed (cubic feet, file drawers, boxes, etc.)	Pursuant to provisions of M.G.L., Ch. 30, S. 42, as most recently amended, the Records Conservation Board hereby grants
3. Location of records: 470 Worcester Road,	permission to destroy the records listed in this application under the Disposal Schedule(s) above.	
<ol> <li>I certify that the last entries on the records listed date of this agency's Disposal Schedule(s) thus s be kept for a specified length of time and are no</li> </ol>	I in this application were made <b>prior</b> to the retentior atisfying the legal requirements that certain records or subject to pending audit or investigation.	RECORDS CONSERVATION BOARD
Deborah J. Broderick, Director, Bureau	of Finance	Chairman
Print or Type Name		
470 Worcester Road, Framingham, MA	01702 508-820-2146	Secretary
Address (MacC) Brideric	Phone 5/18/12	Date of approval
Signature of Department Head or Authorized Agent	Date	

Applicable Schedule	Item No.	Description of Record	Retention Period	Inclusive Dates
Example: 01/11	D2-4b	Fiscal Audit Records	6 years	2000-2004
01/11	B2-1	Public Records Request Records	3 years	2000-2008
	i.			
•		·		

### **REGULAR MEETING AGENDA**

May 2, 2012

### I. Review of Approval of Minutes

### II. Review of Approval of Forms

Administration & Finance Committee for Public Counsel Services Comptroller Education Energy & Environmental Affairs Governor Health & Human Services	Department of Revenue Mass Board of Library Commission Mass Board of Library Commission Operational Services Division  Office of the State Comptroller Elementary & Secondary Ed Conservation & Recreation Executive Department Developmental Services Developmental Services Developmental Services Developmental Services Developmental Services Mass Health Public Health Public Health Public Health Amherst Housing Authority Auburn Housing Authority		01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 19/68 01/11 01/11 01/11 01/11 01/11 01/11 01/11
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Housing & Community Development Housing & Community Development Housing & Community Development	Pepperell Housing Authority Quincy Housing Authority Worcester Housing Authority		01/11 01/11 01/11
Housing & Community 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	n Permission on Form RCB-2E, fr	om:	
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 01/11
Health & Human Services	Mass Health	Clinical Affairs	01/11
Application for Transfer Permission on I	Form RCB-2T, from:		
Administration & Finance	Human Resources	Workers' Compensation	01/11
Administration & Finance	Mass Board of Library Commission	ners	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

#### 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 S	afety and Security	Disposal Schedule(s) #
	Executive	01/11	
	Department of State Police	Human Resources	1 01/11
	Department/Agency	Division. Unit, etc.	
2.	Total approximate volume of records proposed to be destroyed	(cubic feet, file drawers, boxes, etc.)	APPROVALS: Pursuant to provisions of M.G.L., Ch.
	4 Small Banker's Boxes		30, S. 42, as most recently amended, the Records Conservation Board hereby grants
3.	Location of records: 470 Worcester Road, Framingham	, MA 01702	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 applica date of this agency's Disposal Schedule(s) thus satisfying the le- be kept for a specified length of time and are not subject to per	gal requirements that certain records	RECORDS CONSERVATION BOARD
	John F. Flynn, Chief Administrative Officer		Chairman
	Print or Type Name		· ·
	470 Worcester Road, Framingham, MA 01702	508-820-2355	Secretary
	Address — 1	Phone	1 ,
		04/12/2012	Date of approval
	Signapore of Department Head or inthorized Agent	Date	

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
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
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	ļ			

DO NOT USE THIS SPACE

### 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

Administration & Finance Administration & Fina	Executive – RMU Executive – Rev. Accounting. Taxpayer Services – Collections TSD – Customer Service  Children's Trust Fund Children's Trust Fund/0900  CW Region Accounting Health Care Safety & Quality Financial Aid Financial Aid Academic Affairs/Graduate Program Academic Affairs/Graduate Program	01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 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	
Housing & Community Development	Lynn Housing Authority	Neighborhood Development	01/11
Housing & Community Development	Milton Housing Authority	g.,	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	Department of State Police	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
, along control of the control of th	•		
Application for Scanning and Destruction	n Permission on Form RCB-2E, fro	om:	
Administration & Finance	Department of Revenue	Oline and barrant and an arrangement and arrangement arrangement and arrangement arrangement and arrangement a	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 of	on Form RCB-2M, from:		
Massport	Human Resources	5030	01/11
Application for Transfer Permission on F	Form RCB-2T, from:	•	
	Office of the Comptroller	Contracts	01/11
Comptroller	MassDEP	Administrative Appeals	01/11
Energy & Environmental Affairs	MassDEP	General Counsel	01/11
Energy & Environmental Affairs	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 Health & Human Services	Public Health	OEMS	01/11
Housing & Economic Development	Professional Licensure	OZ.IIIO	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
	State Publications & Regulations		01/11
Secretary of the Commonwealth	Clate I aplications & Nogulations		•

#### 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

No	PORTANT! You must re-submit this form each time your record can be destroyed unless it is included in an aut	Submit in triplicate:	
1. I	Destruction Permission for: Executive Office of	Disposal Schedule(s) #	
		Executive Office, Authority	Exisposar Schedure(s) #
	Department of State Police	Bureau of Finance	01/11
	Department/Agency	Division, Unit, etc.	/
2.	Total approximate volume of records proposed to b	ne destroyed (cubic feet, file drawers, boxes, etc.)	APPROVALS:  Pursuant to provisions of M.G.L., Ch. 30, S. 42, as most recently amended, the Records Conservation Board hereby grants
3.	Location of records: 470 Worcester Road, Fra	amingham, MA 01702	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 date of this agency's Disposal Schedule(s) thus satist be kept for a specified length of time and are not su	fying the legal requirements that certain records	RECORDS CONSERVATION BOARD
	Deborah J. Broderick, Director, Bureau of F	Finance, Dept of State Police	Chairman
	Print or Type Name		
	470 Worcester Road, Famingham, MA 017	02 508 820-2146	Secretary
	Address Liberali Abuslinoh	Phone 3/6/12	 Date of approval
	Signature of Department Head or Authorized Agent	Date	į

Applicable Schedule	Item No.	Description of Record	Retention Period	Inclusive Dates
Example: 01/11	D2-4b	Fiscal Audit Records	6 years	2000-2004
01/11 01/11 01/11 01/11 01/11 01/11 01/11	D4-1 D1-1c D1-10 D1-7 J4-4 D1-8 D4-3a D1-8	Travel Expense Records Independent Accounting/Payroll System Records Billing and Collections Records Routine Accounting Records Dispatch and Communications Recordings Bank and Cash Records Fiscal/Payroll Office Records Bank and Cash Records	3 years 6 years 3 years 1 year 3 years 6 years 6 years 3 years	1994-2007 1997-200% \$ 1994 2005 2001-2002 2006 1995-2006 2000-2006

### 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

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

Housing & Economic Development Mass Board of Library Commissioners	Division of Banks	FIS & Compliance Unit	01/11 01/11
Massport 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	on Permission on Form RCB-2E, fro	m:	
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

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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

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.

Submit in triplicate:

	record can be destroyed unless it is included in an authorize		DO NOT USE THIS SPACE
1.	Destruction Permission for: Executive Office of Pub	olic Safety	Disposal Schedule(s) #
	. Exe	ecutive Office, Authority	
	Department of State Police	Forensic & Technology Cente	01/11
	Department/Agency	Division, Unît, etc.	
2.	Total approximate volume of records proposed to be dest 29.5 Boxes	troyed (cubic feet, file drawers, boxes, etc.)	Pursuant to provisions of M.G.L., Ch. 30, S. 42, as most recently amended, the Records Conservation Board hereby grants
3.	Location of records: 124 Acton Street, Maynard, M	1A 01754	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 a date of this agency's Disposal Schedule(s) thus satisfying be kept for a specified length of time and are not subject	the legal requirements that certain records	RECORDS CONSERVATION BOARD
	Deborah J. Broderick, Director, Bureau of Finan	ice, Dept of State Police	Chairman
	Print or Type Name		
	470 Worcester Road, Framingham, MA 01702	508 820-2146	Secretary
	Address	Phone	, , ,
	Delad Abridench	3/30/2011	Date of approval
	Signature of Department Head or Authorized Agent	Date	

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

### 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

Administration & Finance Attorney General Attorney General Attorney General Attorney General Energy & Environmental Affairs Health & Human Services	Capital Asset Management Department of Revenue Department of Revenue Department of Revenue Cape & Island District Attorney Northwestern District Attorney Northwestern District Attorney Northwestern District Attorney Northwestern District Attorney Environmental Protection Mental Protection Public Utilities Children & Families Mass Health Mass Rehab Commission Mental Health Public Health Public Health Bridgewater State University	Leasing ASD – Financial Services Plan Audit Division Tax Policy Analysis CPI – 4210 District Court District Court Juvenile Court Superior Court Bureau of Waste Prevention CERO Drinking Water Program WERO BRP Wastewater Mgmt WERO BRP Wetlands Legal Division South Central/Blackstone Valley Area DTA Fiscal-Disability Determination Services Northeast Suburban Area-Lynn Site State Laboratory Institute Westem Mass Hospital Academic Affairs	01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11 01/11
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Higher Education Higher Education Housing & Community Development Housing & Community Development Housing & Economic Development Labor & Workforce Development Labor & Workforce Development	Quinsigamond Community College UMass Lynn Housing Authority Templeton Housing Authority Division of Banks Workforce Development Workforce Development	Counseling & Student Development Ct FIS & Compliance Unit DUA-fka-DET Occupational Safety	01/11 r 01/11 01/11 01/11 01/11 01/11 01/11
Labor & Workforce Development Labor & Workforce Development Labor & Workforce Development Massport Massport Public Safety & Security	Workforce Development Workforce Development Workforce Development General Accounting Utilities Management Department of Corrections	Occupational Safety Occupational Safety Occupational Safety Unit 5050 Unit 2400 S. Middlesex Correctional Ctr	01/11 01/11 01/11 01/11 01/11
Public Safety & Security	Department of Corrections Grants & Research Grants & Research Hampden County Sheriff's Office Middlesex Sheriff's Office State Police	S. Middlesex Correctional Ctr Highway Safety Division Highway Safety Division  Middlesex House of Correction Records Certification Unit	01/11
Public Safety & Security Secretary of the Commonwealth Treasurer & Receiver General Treasurer & Receiver General Application for Scanning and Destructio	State Police Public Records Division Lottery Lottery n Permission on Form RCB-2E, from	Certification Unit  Distribution/Shipping/Receiving Facilities  n:	01/11 01/11 01/11 01/11
Administration & Finance Application for Destruction Permission	Department of Revenue Department of Revenue Department of Revenue Department of Revenue	ASD/RMU Child Support Enforcement Child Support Enforcement Child Support Enforcement	01-04E 02-09E 02-09E 02-09E
Massport	Human Resources	Unit 5030	01/11
Application for Transfer Permission on	Form RCB-2T, from:		
Attorney General Auditor Health & Human Services Secretary of the Commonwealth Secretary of the Commonwealth	Suffolk District Attorney State Auditor/Brockton Public Health Legislative Division Public Records Division	Homicide Audit Operations Vital Records & Statistics 33/	01/11 01/11 01/11 88, 69/89 01/11

#### 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: 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.

	tion Permission for: utive Office, Authority)	(Department/Agency)	(Division, Unit)	DO	NOT USE THI	S SPACE
(Exect	uive Office, Authority)	(Department/Agency)	(Division, Omi)		Disposal Sched	ule#
Executive (	Office of Public Safety	Department of State Police	Certification Unit		_	•
2 E / 1		, , , , , , , , , , , , , , , , , , ,			01-11	
	pproximate volume of rs, boxes, etc.):	records proposed to be dest	royed (cubic feet,			
7 File Drav	7 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					
	n of records:			disposa	il schedule(s) listed a	ibove.
Certificatio 485 Maple	=			RECO BOAR	RDS CONSERVAT	rion
Danvers, M						·
4. I certify	that the records liste	d in this application meet th	e requirements of			
		Schedule and are not subject	et to pending audit		(Chairman)	
or investig		Head or Authorized Agent)				
(Print or Ty			(Date)		(Secretary)	<del></del>
MAKI	An A. Mc	70VERN	1-25-11			
(Signature)	(1. XI. 9	w			(Date of Approv	val)
(Address)	1 1/h	0 0	(Phone)			•
470	Worcesler Ad,	Fer amenikan	508-820-03	0		
Series Item#	Desc	ription of Record (Give For			Applicable Schedule	Inclusive dates
Example: <b>D2-4</b> b	Internal Audit Worl	c Papers			05/05	1993- 1996
El-1b		f Employees that have depart			07/07-	1992 –
	Department of State F these files has ceased.	Police for more than six (6) ye	ars. Administrative uso	e of		2004
-						
					`	,
	]					l

#### 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: 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

(Division, Unit)

Certification Unit

DO NOT USE THIS SPACE

Disposal Schedule #

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.

(Department/Agency)

1. Destruction Permission for:

(Executive Office, Authority)

Executive Office of Public Safety, Department of State Police

2 Th ( ) which the plant of the property of the background (only foot		01-11	
2. Total approximate volume of records proposed to be destroyed (cubic feet,			
file drawers, boxes, etc.):	Appro		
15 file drawers	30, S. 4 the Rec	nt to provisions of M 12, as most recently a cords Conservation E permission to destroy in this application und	mended, soard hereby the records
3. Location of records:		il uns application und il schedule(s) listed a	
Massachusetts State Police Certification Unit	anspect		
.485 Maple Street		RDS CONSERVAT	TION
Danvers, MA 01923	BOAR	.D	
Danvois, Wirt 01725	ļ ·		
	4	•	
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		(Chairman)	
or investigation.		`	
(Department Head or Authorized Agent)			
(Print or Type Name) (Date)		(Secretary)	
Marian Musovern 1-25-11			
(Signature) (Labella (-25-11)  Mareau Mu-Journ		(Date of Approval)	
(Address) (Phone)		•	
470 Worcester Road, Framingham, MA 01702 508-820-2300			
Series Description of Record (Give Form # if any)		Applicable	Inclusive
Item #		Schedule	dates
Example:			1993-
D2-4b Internal Audit Work Papers		05/05	1996
J2 – 1 Internal Applications and Licenses - Private Detective, Watch Guard, Par	rol	~07/07^	1972-
Agency – Expired Licenses and applications for licenses		et i i i	12/2006
regated, publica progress and abbuseres to morres.		oiju	
			,

### <u>A G E N D A</u>

June 2, 2010

#### I. Minutes

#### II. New Business

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

Administration & Finance	Elementary & Secondary Edu		07/07 07/07
Administration & Finance	Massachusetts Board of Libra	Massachusetts Board of Library Commissioners	
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 & Commu	ınities	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	e 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

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

#### 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

Signature of Department Head or Authorized Agent

Submit in triplicate:

IMPORTANT! You must re-submit this form each time your agency destroys any of the records listed herein. DO NOT USE THIS SPACE No record can be destroyed unless it is included in an authorized disposal schedule. 1. Destruction Permission for: Executive Office of Public Safety & Security Disposal Schedule(s) # Executive Office, Authority Department of State Police Bureau of Finance Department/Agency Division, Unit, etc. APPROVALS: Pursuant to provisions of M.G.L., Ch. 2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.) 30, S. 42, as most recently amended, the Records Conservation Board hereby grants 65 Boxes permission to destroy the records listed in this application under the Disposal Department of State Police, 470 Worcester Road, Framingham, M Schedule(s) above. 3. Location of records: RECORDS CONSERVATION BOARD 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 Deborah J. Broderick, Director, Bureau of Finance, Dept of State Police Print or Type Name Secretary 470 Worcester Road, Framingham, MA 01702 508 820-2146 Phone Date of approval 5/4/10

	Item No.	Description of Record (Give Form # if any)	Applicable Schedule	Inclusive Dates
Example: D2-4b		Internal Audit Work Papers	07/07	1993-1996
D-1-3 D-1-4 D-4-3 D-4-4 D-4-5		Routine Accounting Records Bank and Cash Records Time and Attendance Records W-2s Payroll Administration Records	07/07 07/07 07/07 07/07 07/07	2001-2005 2001-2005 1999-2004 1999 1999-2005
	·	·		

Date

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

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
	Department of Revenue	Litigation Bureau	07/07
Administration & Finance	DDS	Fernald Center 7600	07/07
Health & Human Services 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
•	•	Police	07/07
Mass Bay Transportation Authority	Transit Police		
Massport	Airport Leasing & Properties	Unit 2130	07/07
Massport	Central Services	Unit 5110	07/07
Massport	Noise Abatement	Unit 2120	07/07
•		Unit 1030	07/07
Massport	Tobin Bridge Operations		07/07
Public Safety & Security	Department of Correction	Administrative Services – Concord	
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
•	•	Pondville	07/07
Public Safety & Security	MassDOC		07/07
Public Safety & Security	State Police	Human Resources	07/07
Public Safety & Security	Suffolk County Sheriff's Departmen	t	
Secretary of the Commonwealth	Corporations		07/07
Secretary of the Commonwealth	Corporations		07/07
•	Corporations		07/07
Secretary of the Commonwealth	•		07/07
Secretary of the Commonwealth	Corporations		07/07
Secretary of the Commonwealth	Corporations		
Secretary of the Commonwealth	Public Records		07/07
Transportation	MassDOT	RMV	07/07
•	Lottery	Finance	07/07
Treasurer & Receiver General		Finance	07/07
Treasurer & Receiver General	Lottery		07/07
Treasurer & Receiver General	Lottery	Finance	
Treasurer & Receiver General	Lottery	Finance	07/07
Treasurer & Receiver General	Lottery	Finance	07/07
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Application for Destruction Pern	iission on Form Rob-ze, nom.		
	<b>5</b>	Child Cunnart Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
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		Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Enforcement	02-09E
Administration & Finance	Department of Revenue	Child Support Emotoement	<b>V2 30</b>
<b>Application for Transfer Permiss</b>	sion on Form RCB-2T, from:		
			07/07
Administration & Finance	Human Resources	Workers' Compensation	07/07
Attorney General	Middle District Attorney	MID/0770	07/07
•	State Auditor	BSI	07/07
Auditor	Div of Health Care Finance & Police		07/07
Health & Human Services	=		07/07
Health & Human Services	Medicaid - Clinical Affairs	Utilization Management – NIPR	
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
	Corporations Division	,	39/87, 48/87
Secretary of the Commonwealth	Corporations Division		,

#### 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 Submit in triplicate: IMPORTANT! You must re-submit this form each time your agency destroys any of the records listed herein. DO NOT USE THIS SPACE No record can be destroyed unless it is included in an authorized disposal schedule. 1. Destruction Permission for: Executive Office of Public Safety & Security Disposal Schedule(s) # Executive Office, Authority Department of State Police (POL) **Human Resources** APPROVALS: Department/Agency Division, Unit. etc. Pursuant to provisions of M.G.L., Ch. 2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.) 30, S. 42, as most recently amended, the Records Conservation Board hereby grants Banker's Boxes (12" x 10 1/4" x 24) Total: 72 permission to destroy the records listed in this application under the Disposal 3. Location of records: 470 Worcester Road, Framingham, MA 01702 Schedule(s) above. **RECORDS** CONSERVATION BOARD 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 Shawn T. Givhan Print or Type Name Secretary 470 Worcester Road, Framingham, MA 01702 508-820-2656 Phone Date of approval 05/18/10

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

Signature of Department Head or Authorized Agent

Date