

The Commonwealth of Massachusetts

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

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

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

1. Destruction Permission for: EOPSS

Agency, Authority, Executive Office

Department of State Police Crime Laboratory

Subdivision of Agency, Authority, or Executive Office

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

approximately 12 banker boxes

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

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

Cathleen Morrison

978-451-3306

Print or Type Name

Phone

Crime Lab 124 Acton Street Maynard MA 01754

Address

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

Cathleen Morrison

Print or Type Name

978-451-3306

Phone

3-21-17

Date

DO NOT USE THIS SPACE (RCB USE ONLY)

APPROVALS:

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

RECORDS CONSERVATION BOARD

Rebecca Murray

Chairman

[Signature]

Secretary

APR 5 - 2017

Date of approval

Applicable Schedule	Section	Description of Record	Retention Period	Inclusive Dates (MM/YY - MM/YY)
EXAMPLE	D2-46	Fiscal Audit Records	6 years	01/00-12/04
02-11 01-17	15-02(a) 13-01	Quality Assurance Records to include proficiency tests, audit reports, corrective and preventive action reports, quality control data. Note: These records are from the State Police Crime Lab only and do not contain any information related to	3 years	11/10-12/11

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

[illegible]