



On the Record

A publication of the Massachusetts Archives and Records Management Unit
A DIVISION OF THE SECRETARY OF THE COMMONWEALTH, WILLIAM FRANCIS GALVIN

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Introducing the new Records Management newsletter

A publication of the Massachusetts Archives and Records Management Unit

The Massachusetts Archives and Records Management Unit are excited to announce their new newsletter: *On the Record*. Each month the newsletter will share tips on records management and answers to your frequently asked questions.

Future topics we plan to cover include:

- Basics of records management
- Understanding the records retention schedule
- How revisions are made to the schedule
- Options for permanent records
- Options for non-permanent records
- Digitization projects – why and how?
- Managing email
- Managing social media

Do you have a question you would like to see addressed? Send your question in to retentionhelp@sec.state.ma.us for an answer and maybe see your question featured (anonymously) in a future issue.

Need help?

Do you have a question on records management, managing digital records responsibly, and what you can do with permanent records? Contact the Massachusetts Archives and Records Management Unit at the following email addresses.

Questions about the **Records Retention Schedule**:
retentionhelp@sec.state.ma.us

Questions about **Permanent Records** or questions about what records are at the Massachusetts Archives:
archives@sec.state.ma.us



Getting Started

To kick off this newsletter, here is a “starter list” of resources

Introduction to Managing Records webinar
http://digitalarchives.sec.state.ma.us/uncategorised/digitalFile_e08b103c-f8ff-40e9-8ba8-4c5ea4b649cb/

Records Retention Schedule Database (includes both State Agency and Municipal Schedules)
<http://retweb.sec.state.ma.us/retweb/default.asp>

State Agency Records Retention Schedule pdf
https://www.sec.state.ma.us/arc/arcpdf/MA_Statewide_Records_Schedule.pdf

Municipal Records Retention Schedule pdf
https://www.sec.state.ma.us/arc/arcpdf/Municipal_Retention_Schedule_20190321.pdf

Born-digital and Digitized Records Frequently Asked Questions
http://www.sec.state.ma.us/arc/arcpdf/Frequently_Asked_Questions_Digital.pdf

Did you know . . .

The Records Conservation Board, organized by M.G.L. c. 30, § 42, is composed of the State Librarian, the Attorney General, the State Comptroller, the Commissioner of Administration and Finance, the Supervisor of Records, the Secretary of Technology Services and Security and the State Archivist, or persons designated by them. The Board oversees review and approval of requests for destruction of state agency records. The Supervisor of Public Records reviews and approves the applications for destruction of municipal records.

The Board meets the first Wednesday of every month at the State Library on the third floor of the State House, unless otherwise posted.