



OFFICE OF THE CITY CLERK

Maureen Feeney, City Clerk

Archives and Records Advisory Commission Meeting

Thursday, November 15, 2018

*Piemonte Room
Boston City Hall, 5th Floor
3PM – 5PM*

Meeting Agenda

- 1. Call to Order and City Clerk Welcome*
- 2. Minutes of June 21, 2018 Commission Meeting
(attached)*
- 3. Staff Reports*
- 4. Data Analytics Software Procurement*
- 5. Rivermoor Facility Storage Space Depletion*
- 6. Colonial Era Records Repatriation*

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CITY OF BOSTON

Archives & Records Management Advisory Commission

Minutes

Thursday, June 21, 2018, 3:00 P.M.

Boston City Hall – Curley Room – 5th Floor

One City Hall Square, Boston, MA 02201

Members Present: Maureen Feeney (City Clerk), Patty McMahon (Registry), Henry Luthin (Law), Brendan Haley (Public), Judith Watkins (Public) and Jill Snyder (Public)

Others Present: Assistant City Clerk Alex Geourntas, Archivist John McColgan and Records Management Analyst Christopher Carter.

Call to order at 3:17 PM.

Chair Maureen Feeney welcomed Commission members and guests

Motion offered by Brendan Haley to approve the minutes of the previous Commission Meeting and seconded by Jill Snyder. All voted in favor.

Discussion ensued relative to the City's Retention Schedule changes that were mentioned in the previous Commission meeting on May 7, 2018. The Archives agreed to be in line with the State's Retention Schedule. Records Management Analyst Christopher Carter distributed the updated retention schedule for all to review.

Motion was offered by Brendan Haley to accept the changes to the city's retention schedule to match the state's retention schedule, seconded by Henry Luthin. All in favor.

Update on Data Analytics Software Procurement

Staff at Archives worked hard to create RFP document along with DoIT staff to ensure proper criteria were part of the RFP requirements. Valora Technologies submitted their bid and it was accepted. This will initiate the process of implementing an auto classification system for electronic records based on the retention schedule.

Storage Space Depletion at Archives

The Archives is quickly running out of space and it will be unable to accept large volumes of documents and/or collections for processing. Study has been ongoing to determine the need to increase storage space through Property Management and DHK Associates. DHK prepared a report which was presented to Property Management and the report is currently being revised. National Grid's lease was recently renewed for an additional 5 years possibly 10 without consulting with Archives and/or City Clerk.

Commission members expressed frustration with the process and the need to bring the issue of space to the forefront was critical to address this vital need at the Archives.

Henry Luthin suggested a public records request be made to obtain a copy of the DHK Assessment Report on Archives and a copy of the new Lease Agreement between the City and National Grid which he made in the form of a Motion and seconded by Jill Snyder. The motion passed unanimously to support the filing of a public records request.

Colonial Records

There has been an ongoing effort to return colonial records to the Archives from the Boston Public Library to no avail. Agreement was made about 9 years ago with Library and former City Clerk Rosaria Salerno to return these colonial records back to the City Archives. City Clerk Maureen Feeney has made concerted efforts to restart this process but as of today, her emails, telephone calls and letters have received no response from the Boston Public Library.

City Clerk Maureen Feeney indicated to the Commission members that she will continue her efforts regarding this matter.

Motion to adjourn meeting offered by Henry Luthin and seconded by Brendan Haley. All in favor.

Meeting adjourned at 4:35 PM.