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Archives & Records Management Advisory Commission  
BOSTON

### Minutes

Monday, 26 September 2011, 4:10 p. m.

Archives Center, 201 Rivermoor Street, West Roxbury

**Members Present:** Rosaria Salerno (City Clerk), Jeanette Bastian (Public), Patricia A. McMahon (Registry Division), Elaine O'Connor (Admin. Services), James O'Toole (Public), Susan Glover (Boston Public Library), Bill Fowler (Public), Christopher Cook (Arts & Tourism)

**Others Present:** Deputy Archivist John McColgan, Asst. Archivist Dave Nathan, Asst. Archivist Kristen Swett, Charles Childress (Boston Public Schools), Patrick Collins (Dept. of Innovation & Technology), Kevin Corridan (Law). Jim Cyphers (Neighborhood Development), Dean Huggins (Boston Redevelopment Authority), Ruth Edele (Boston Redevelopment Authority), Margaret Sullivan (Police).

#### Call to order.

**Approval of Previous Minutes:** City Clerk and Chair Rosaria Salerno directed attention to the agenda and the minutes previously distributed to members. The minutes for January 28 and May 9, 2011 were reviewed and accepted.

**Report of Chair:** Rosaria Salerno welcomed Commission members and guests, and, noting that this may be the last Commission meeting over which she presides, thanked Commission members and Archives staff for their efforts. Bill Fowler proposed a motion that was seconded and carried that the Commission officially expresses its appreciation of her efforts on behalf of the program over the years.

**Deputy Archivist Quarterly Report:** She then introduced Deputy Archivist John McColgan to review the previously distributed report on current activities of the program

- Q: Web Activity: Bill Fowler noted that there were no Web site statistics and suggested their utility for planning purposes.
- Q: E-mail Management: Several members voiced concerns about the automatic deletion of e-mail unless users transfer them to retention folders.
- A: The staff reassured members that we are planning a series of controls to guide and remind users regarding their public records responsibilities. These include training, instructions accompanying the folders, periodic reminders from the Department Records Officer, and occasional audits of folder activity. In addition, DoIT will serve as a demonstration site to detect any unforeseen problems.

- Q: Use of Personal Email Accounts for Public Records: Several members wanted clarification on the purpose of the policy amendment.
- A: Staff and our BRA colleagues explained that the intention is to build a firewall between how public records are handled and how employee personal communications are handled. This assures that, in the event of litigation, government investigation, or public records requests, public records are filed in officially sanctioned locations and readily available. The amendment will be discussed further at the next Commission meeting.

**New Business: Archives Staff Classification:** Rosaria reviewed the issue of reclassifying staff grades to reflect the training and skills necessary to carry out the Division's responsibilities. She then asked members for input as to how to make this effort more effective. Several members suggested that the classification memo should explicitly make comparisons to City of Boston positions with comparable levels of training, experience, and responsibilities.

Salerno moved that, if there were no other observations, that the meeting be adjourned; it was seconded and passed. The Winter meeting will be held at a time to be determined. Meeting adjourned at 5:10 pm.