

# ***HELPFUL LINKS FOR BOARD AND COMMITTEE MEMBERS***

## **OPEN MEETING LAW**

<https://www.mass.gov/the-open-meeting-law>

This State webpage has links to Open Meeting Law regulations, the summary/text of the law, FAQs, determinations, complaint information, etc.

### **LINK TO OPEN MEETING LAW GUIDE**

[https://www.mass.gov/files/documents/2018/11/15/2017%20Guide%20with%20ed%20materials\\_revised%201-30-18.pdf](https://www.mass.gov/files/documents/2018/11/15/2017%20Guide%20with%20ed%20materials_revised%201-30-18.pdf)

### **CHECK LISTS FOR AGENDAS, MINUTES, EXECUTIVE SESSION:**

<http://www.mass.gov/ago/government-resources/open-meeting-law/oml-checklists.html>

## **ETHICS / CONFLICT OF INTEREST**

<http://www.mass.gov/ethics/>

### **SUMMARY**

<https://www.mass.gov/service-details/summary-of-the-conflict-of-interest-law-for-municipal-employees>

### **TRAINING**

<https://www.mass.gov/how-to/complete-the-online-training-program-for-municipal-employees>

## **STATE RECORDS MANAGEMENT**

<http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm>

### **MUNICIPAL RETENTION MANUAL**

[https://www.sec.state.ma.us/arc/arcpdf/Municipal\\_Retention\\_Schedule\\_20190321.pdf](https://www.sec.state.ma.us/arc/arcpdf/Municipal_Retention_Schedule_20190321.pdf)

### **MUNICIPAL AGENCY FORMS**

<http://www.sec.state.ma.us/arc/arcrmu/rmurds/rdsmaf.htm>

**RECOMMENDED READING FOR BOARD AND COMMITTEE  
MEMBERS**

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**Public Records Division Web Site**

<http://www.sec.state.ma.us/pre/>

**A Guide to Massachusetts Public Records Law**  
(Mass. General Laws Chapter 4, section 7(26), Chapter 66)  
*from the Office of the Secretary of the Commonwealth*  
<http://www.sec.state.ma.us/pre/prepdf/guide.pdf>

**Supervisor of Public Records Bulletins**

[www.sec.state.ma.us/arc/arcrmu/rmubul/bulidx.htm](http://www.sec.state.ma.us/arc/arcrmu/rmubul/bulidx.htm)

**Municipal Records Retention Database**

<https://www.sec.state.ma.us/arc/arcrs/using-the-database.htm>

**Electronic Records Management Guideline**

[http://www.sec.state.ma.us/arc/arcpdf/Electronic\\_Records\\_Guidelines.pdf](http://www.sec.state.ma.us/arc/arcpdf/Electronic_Records_Guidelines.pdf)

**Public Records Bulletin - E-Mail**

[www.sec.state.ma.us/arc/arcrmu/rmubul/bul199.htm](http://www.sec.state.ma.us/arc/arcrmu/rmubul/bul199.htm)

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**Stow's Town Charter**

<https://www.stow-ma.gov/board-selectmen/files/town-charter>