

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 6/25/2025

Staff Report No. 25-321

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, Board Administrative Officer/District Secretary
SUBJECT: Records Destruction

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider adoption of Resolution No. 25-023 authorizing the District Secretary to destroy administrative records related to the recruitment of Board Officers prior to 2024.

Staff Contact:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

STRATEGIC IMPORTANCE:

There is no strategic importance associated with this report.

BUDGETARY/FISCAL IMPACT:

There is no budgetary/fiscal impact associated with this report.

BACKGROUND/RATIONALE:

Pursuant to Public Utilities Code Section 25772, the Board of Directors may, by resolution, authorize the sale, destruction, or other disposition of any record, map, book, or paper in the District's possession that is deemed to be of no further value.

The District Secretary's Office has identified certain administrative records related to the recruitment of Board Officers that no longer serve a purpose for the District. Some of these records are confidential. This request does not include permanent records, such as those related to closed session discussions concerning the recruitments, which will be retained as required.

Examples of the records proposed for disposition include, but are not limited to: search firm proposals, interview questions, notes on the development of candidate profiles, survey responses, negotiation notes, salary surveys, and copies of candidate travel reimbursements. The records requested for destruction have been maintained for a decade or more. As the Board recently completed recruitments for the General Counsel (2024) and General Manager (2025) positions, the current records supersede those from prior recruitment efforts.

Staff recommends approval of Resolution No. 25-023 as presented. The General Counsel has reviewed this request and supports the staff recommendation.

ADVANTAGES/DISADVANTAGES:

There is no advantage to retaining records after their administrative, fiscal and/or legal function has been fulfilled.

ALTERNATIVES ANALYSIS:

The alternative would be to retain the above records for a longer period of time; however, the retention periods outlined above are conservative and in accordance with government statutes and Board Policy.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 651

ATTACHMENTS:

1. Resolution No. 25-023

Prepared by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Aimee L. Steele, General Counsel/Chief Legal Officer