

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 4/23/2025

Staff Report No. 25-183

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. 25-012 authorizing the destruction of designated records maintained by the District Secretary's Office.

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:

Public Utilities Code Section 25772 provides that whenever the Board of Directors by resolution determines that any record, map, book, or paper in the possession of the District or any officer or employee thereof is of no further value to the District, the Board may authorize its sale, destruction, or other disposition.

The District Secretary's Office has determined that certain records are no longer of value to the District and requests that said records be destroyed. Outlined below are the types of records, their date range and the statutory retention period for each:

| Record Type | Date Range | Retention Period |
|---------------------------------------------------------------------------------------|------------------|-------------------------------------|
| Form 700 Conflict-of-Interest Filings and related correspondence (Paper & Electronic) | Filed in CY 2016 | Seven years per Gov't Code 81009(e) |

This listing of records is provided in Exhibit A to Resolution 25-012. The General Counsel has reviewed the list of affected records and concurs with the request to destroy the records.

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. 25-012 and Related Exhibit

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