

**ALAMEDA-CONTRA COSTA TRANSIT DISTRICT
RESOLUTION NO. 22-003**

**A RESOLUTION A RESOLUTION ADOPTING BOARD POLICY 651: RECORDS RETENTION POLICY -
A DISTRICT-WIDE DOCUMENT RETENTION POLICY FOR THE ALAMEDA-CONTRA COSTA
TRANSIT DISTRICT**

WHEREAS, section 25772 of the Public Utilities Code of the State of California provides that the Board of Directors of the Alameda-Contra Costa Transit District (District) may, by resolution, make the determination that certain documents in the possession of the District, or any officer or employee thereof, are of no further value and may authorize their destruction; and

WHEREAS, the Board has determined that keeping certain records after the passage of certain periods of time is not necessary, nor legally required, for the effective and efficient operation of the District; and

WHEREAS, the Board recognizes that the retention of certain records is governed by statute.

NOW THEREFORE, the Board of Directors of the Alameda-Contra Costa Transit District does resolve as follows:

Section 1. Adopts Board Policy No. 651: Records Retention Policy, which (1) establishes the maintenance of a record retention schedule by the General Counsel's Office to comply with all legal requirements for the retention of records; (2) provides clear definitions regarding what is or is not a District Record; and (3) establishes roles and responsibilities for maintaining, reviewing and disposing of documents.

Section 2. For purposes of this resolution and as set forth in the adopted policy, the District's electronic records must be analyzed and retained in the same manner and to the same extent as paper records pursuant to and in accordance with this resolution..

Section 3. The provisions of Sections 1 and 2 do not authorize the destruction of Historical Records as defined in Board Policy 651.

Section 4. Pursuant to Board Policy 651, no Board Records shall be destroyed without a resolution granting permission by the Board of Directors.

Section 5. After the adoption of this resolution, Non-Records, as defined in Board Policy 651, may be disposed of in accordance with the adopted policy without further action by the Board of Directors.

Section 6. The Policy shall be amended periodically to meet the specific needs of the District or as statutory updates are enacted.

Section 7. This resolution shall become effective immediately upon its passage by four affirmative votes of the Board of Directors.

PASSED AND ADOPTED this 9th day of March 2022.

Elsa Ortiz, President

Attest:

Linda A. Nemeroff, District Secretary

I, Linda A. Nemeroff, District Secretary for the Alameda-Contra Costa Transit District, do hereby certify that the foregoing Resolution was passed and adopted at a regular meeting of the Board of Directors held on the 9th day of March, 2022, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Linda A. Nemeroff, District Secretary

Approved as to Form and Content:

Jill A. Sprague, General Counsel