

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 11/9/2022

Staff Report No. 22-524

TO: Financing Corporation Board of Directors
FROM: Linda A. Nemeroff, Corporation Secretary
SUBJECT: Records Destruction

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider the adoption of Financing Corporation Resolution No. 22-003 approving the destruction of designated records maintained by the Corporation Secretary.

Staff Contact:
Linda A. Nemeroff, Corporation Secretary

BUDGETARY/FISCAL IMPACT:

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

BACKGROUND/RATIONALE:

The Corporation Secretary, in conjunction with Corporation Legal Counsel, has determined that certain records are no longer of value to the Financing Corporation 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
Financing Corporation Agendas (Paper)*	CY 1992, 1997, 1998, 1999, & 2000-2017	Minimum of two (2) years per GC § 34090

* Any agendas that may appear on the District's website will be retained in electronic format as posted until such time they are permanently removed from the website.

A complete listing of all records is provided in Exhibit A to Resolution 22-003 attached. Corporation Legal Counsel has reviewed the list of affected records and concurs with the request to destroy said paper 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 comport with the appropriate provisions of the Government Code.

PRIOR RELEVANT BOARD ACTION/POLICIES:

None

ATTACHMENTS:

1. Financing Corporation Resolution No. 22-003

Prepared by:

Linda A. Nemeroff, Corporation Secretary

Approved/Reviewed by:

Jill A. Sprague, Corporation Legal Counsel

Linda A. Nemeroff, Corporation Secretary