

**BURLINGTON COUNTY INSURANCE POOL JOINT INSURANCE FUND  
(BCIPJIF)**

**RESOLUTION #2018 – 19**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE REQUIRED NEW JERSEY  
DEPARTMENT OF TAXATION, DIVISION OF REVENUE & ENTERPRISE SERVICES, RECORDS  
MANAGEMENT SERVICES FORMS FOR THE DESTRUCTION OF CLAIMS FILES**

**Whereas**, the Burlington County Insurance Pool Joint Insurance Fund (BCIPJIF) has been organized in accordance with the provisions of *N.J.S.A. 18A:18B-1 et seq.*; and

**Whereas**, the BCIPJIF is duly constituted as a School District Joint Insurance Fund to provide insurance coverage to its member school districts; and

**Whereas** the Fund has received a request from Medlogix, a Managed Care firm that previously contracted with the Fund for Nurse Case Management and Bill Re-pricing Services, to destroy duplicate Telephonic Case Management/Field Case Management files from 2006-2009; and

**Whereas**, the Fund's current Claims Administrator, Qual Lynx, have copies of all documents that Medlogix has requested permission to destroy; and

**Whereas**, the retention periods for these files as described above are in accordance with the retention schedules issued by the New Jersey Department of Taxation, Division of Revenue and Enterprise Service, Records Management Services; and

**Whereas**, the Executive Director was appointed as the Fund's Records Custodian and in this role must execute the required forms prior to them being filed with New Jersey Department of Taxation, Division of Revenue and Enterprise Service, Records Management Services.

**Therefore Be It Resolved** that the Fund Delegates here assembled authorize the Executive Director to execute the required New Jersey Department of Taxation, Division of Revenue and Enterprise Service, Records Management Services forms for the destruction of the Telephonic Case Management/Field Case Management files as described herein; and

**Be It Further Resolved** that copies of this Resolution shall be provided to the Administrator, Claims Administrator, Medlogix, and Fund Attorney of the Burlington County Insurance Pool Joint Insurance Fund for their information and attention.

This resolution was duly adopted by the Burlington County Insurance Pool Joint Insurance Fund at a public meeting held on November 14, 2018

**BURLINGTON COUNTY INSURANCE POOL JOINT INSURANCE FUND**

BY: \_\_\_\_\_  
PRESIDENT

ATTEST: \_\_\_\_\_  
SECRETARY

DATE: \_\_\_\_\_