

**GLOUCESTER, CUMBERLAND, SALEM SCHOOL DISTRICTS
JOINT INSURANCE FUND
(GCSSDJIF)**

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 Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSDJIF) has been organized in accordance with the provisions of *N.J.S.A. 18A:18B-1 et seq.*; and

Whereas, the GCSSDJIF 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 Gloucester, Cumberland, Salem School Districts Joint Insurance Fund for their information and attention.

This resolution was duly adopted by the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund at a public meeting held on November 15, 2018

GLOUCESTER, CUMBERLAND, SALEM SCHOOL DISTRICTS JOINT INSURANCE FUND

BY:

ATTEST:

CHAIR

SECRETARY

DATE: _____