

**BURLINGTON COUNTY INSURANCE POOL  
JOINT INSURANCE FUND**

**RESOLUTION NO. 2021-14**

**DESIGNATING PUBLIC RECORDS CUSTODIAN**

**WHEREAS**, the Burlington County Insurance Pool Joint Insurance Fund (the “Fund”) is duly constituted as a School District Self Insurance Fund and has been organized in accordance with the provisions of *N.J.S.A.* 18A:18B:1-10; and

**WHEREAS**, the participating School Districts have made their respective designations of Delegates who, in turn, have elected a Board of Trustees for the Fund who will collectively serve as the Governing Body for same; and

**WHEREAS**, the Trustees of the Fund find that it is necessary and appropriate to make decisions regarding the operations of the Fund; and

**WHEREAS**, the Trustees of the Fund are required under the New Jersey Public Access to Government Records Law codified as NJSA 47:1A-1, to appoint an individual as Public Records Custodian;

**THEREFORE, BE IT RESOLVED** by the Trustees of the Burlington County Insurance Pool Joint Insurance Fund, assembled in public session on [May 12, 2021](#), that Bradford W. Hoffman, Executive Director of the Fund, be and is hereby appointed Public Records Custodian. One of the following Deputy Executive Directors of the Fund is hereby authorized to act on behalf of the Executive Director in his absence: Craig Wilkie or Scott Tennant.

**BE IT FURTHER RESOLVED** that all members and contract providers shall immediately refer all written or verbal requests for access to Fund records to the Public Records Custodian who is responsible for the following:

1. to make government records readily accessible for inspection, copying and examination by citizens of New Jersey, and
2. to safeguard from public access a citizen’s personal information if disclosure would violate the citizen’s reasonable expectation of privacy.

**BE IT FURTHER RESOLVED** that in carrying out these duties the Public Records Custodian shall be responsible for;

1. processing and determining whether to grant or deny access requests,
2. retrieving ,duplicating, and transmitting the records,
3. determining and collecting duplication and service fees permitted under the Act,
4. maintaining logs of the access requests, and
5. advising the Board of Trustees, Fund Delegates and Professional Staff regarding compliance with the Act.

**BE IT FURTHER RESOLVED**, that copies of this Resolution shall be provided to each member Delegate, each individual person identified in Resolution [2021-01](#) Appointing Professional Staff as a Designated Person, the Department of Banking and Insurance, and the Department of Community Affairs.

This Resolution was duly adopted by the Burlington County Insurance Pool Joint Insurance Fund Board of Trustees at a public meeting held on [May 12, 2021](#).

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Secretary