

RESOLUTION 2019 - 35

**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 Municipal Joint Insurance Fund (BURLCO JIF) has been organized pursuant to NJSA 40A:10-36 et seq.; and

Whereas, the BURLCOJIF is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

Whereas the Fund has received a request from Qual Lynx, the Fund's Claims Administrator, to destroy 2,259 workers compensation, liability, and property files for claims filed with the Fund for Fund Years 1991 to 2012, a copy of which is attached hereto and incorporated herein by reference; and

Whereas, the retention periods for these files as outlined in the retention schedules issued by the New Jersey Department of Taxation, Division of Revenue and Enterprise Service, Records Management Services have been met and it is now appropriate to destroy these files in accordance with State procedures; 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.

Now, Therefore Be It Resolved that the Fund Commissioners 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 2,259 workers compensation, liability, and property files for claims filed with the Fund for Fund Years 1991 to 2012, a copy of which is attached hereto and incorporated herein by reference; and

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

This resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on September 17, 2019

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

BY: 
CHAIRMAN

ATTEST: 
SECRETARY

DATE: Sept. 17, 2019