

FRESNO COUNTY SELF INSURANCE GROUP

**IN THE MATTER OF ESTABLISHING)
A RECORD RETENTION POLICY FOR)
JOINT POWER AGENCY)**

RESOLUTION #JPA F99-5

NOW, THEREFORE, BE IT RESOLVED that Eric Cederquist, Chairman of **FCSIG**, has rendered to this Board of Directors at the public meeting held on April 20, 1999 the following Record Retention Policy which this Board of Directors has considered:

A. The JPA shall retain all records relating to its organization, including all JPA agreements and amendments thereto and all bylaws and amendments thereto. If the JPA, through its Board or any committee, adopts a policy, the JPA shall retain copies of all such policies, even though later amended or revoked.

B. The JPA shall retain all of its books of accounts and financial records in perpetuity, provided, however, that all paid invoices may be discarded five (5) years after their date of payment.

C. The JPA shall retain all records relating to the establishment of annual contributions and the actual premiums paid by each member of the JPA for each year of its membership.

D. The JPA shall maintain, directly or through its agents, a separate claim file for each claim made against the JPA, provided, however, that all claim files and any medical records pertaining to such claims may be destroyed when any and all legal causes of action relating thereto are extinguished by means of either an executed release of all claims, judgment, or the running of the statute of limitations with respect to all such claims. If no public record exists with respect to the resolution of a claim, then the JPA shall maintain an executed release of all claims or settlement agreement. If the claim is extinguished by the running of

the statute of limitations, then the claim file shall be maintained for a period of three (3) years thereafter. Any and all computer data pertaining to claims shall be saved and maintained by the JPA, either directly or through its agents.

AYES: _____ **Members**

NOES: _____ **Members**

ABSENT: _____ **Members**

ABSTAIN: _____ **Members**

Dated: _____

**FRESNO COUNTY SELF INSURANCE
GROUP (FCSIG)**

Eric Cederquist, President