

RECORD RETENTION POLICY

Effective April 18, 1996

THE FOLLOWING GUIDELINE OF RISK MANAGEMENT PRACTICES HAS BEEN DEVELOPED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE ORGANIZATION OF SELF-INSURED SCHOOLS ("OSS") AND IS EFFECTIVE AS OF THE DATE INDICATED ABOVE PURSUANT TO ARTICLE VIII OF THE BYLAWS OF OSS. EACH MEMBER DISTRICT HAS AGREED TO THE IMPLEMENTATION OF ALL GUIDELINES OF RISK MANAGEMENT PRACTICES DEVELOPED BY THE BOARD OF DIRECTORS. THE FOLLOWING POLICY SHALL BE REFERRED TO FOR ALL PURPOSES AS POLICY NO. RR-01.

1. DOCUMENTS TO BE RETAINED

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.

2. FINANCIAL RECORDS

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.

3. CONTRIBUTIONS

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.

4. CLAIM FILES

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.