

## 342 – Public School Insurance Authority File Plan

This file plan was developed to be a guide for Public School Insurance Authority employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the Public School Insurance Authority. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

### **342-001 INSURANCE POLICIES MASTER FILES:**

**Division/unit:** Public school insurance authority

**Maintenance system:** Chronological by year, then alphabetical by insurance carrier

**Record series content:** Records concerning insurance policies purchased by the New Mexico public school insurance authority (NMPSIA) and contracted out to third party administrators (TPAs) for the purpose of processing group insurance claims for all New Mexico public school districts, with the exception of Albuquerque public schools, which by law does not fall under the NMPSIA. Files include requests for proposals (RFP), bid award, original policies, other related correspondence, etc.

**Classification:** 1.21.2.604 NMAC, Goods and Services

**File closure:** Date policy expires

[New - 03/31/2021]

### **342-002 REQUESTS FOR PROPOSALS FILES:**

**Division/unit:** Public school insurance authority

**Maintenance system:** Chronological by year, then alphabetical by vendor name

**Record series content:** Records concerning requests for proposals solicited by NMPSIA and include description, evaluation of proposal, evaluation criteria, overview, audit objectives, scope of work, compensation, bid format, additional conditions, etc.

**Classification:** 1.21.2.346 NMAC, Bids, Proposals and Quotes

**File closure:** Close of fiscal year in which bid is awarded

[New - 03/31/2021]

### **342-003 CONTRACT FILES:**

**Division/unit:** Public school insurance authority

**Maintenance system:** Chronological by year, then alphabetical by vendor name

**Record series content:** Records concerning contracts let through bid by PSIA. Files may include original contract, bid information, contract specifications, correspondence, etc.

**Classification:** 1.21.2.604 NMAC, Goods and Services

**File closure:** Date contract terminated

[New - 03/31/2021]

### **342-004 EMPLOYEE BENEFIT ENROLLMENT FILES:**

**Division/unit:** Public school insurance authority

**Maintenance system:** Chronological by year, then alphanumerical by members surname and social security number

**Record series content:** Records concerning enrollment for employee benefits. Files include original enrollment forms, copies of supporting documentation, etc.

**Classification:** 1.21.2.202 NMAC, Enrollment - Benefits

**File closure:** Date coverage terminated

**Confidentiality:** Portions of the record may contain confidential material under NMSA 1978, Article 14, Chapter 2, Section 14-2-1: Right to Inspect Public Records; Exceptions.

[New - 03/31/2021]

**342-005 BENEFIT CLAIM PRINTOUTS, WEEKLY:**

**Division/unit:** Public school insurance authority

**Maintenance system:** Chronological by year, then alphabetical by school district

**Record series content:** Weekly printouts of insurance claims for medical benefits processed by and paid by the medical insurance carrier. Printout shows claim number, claimants social security number, amount paid, name of recipient, date paid, etc.

**Classification:** 1.21.2.201 NMAC, Claims - Benefits Management

**File closure:** Date audit report released

**Confidentiality:** Portions of the record may contain confidential material under NMSA 1978, Article 14, Chapter 2, Section 14-2-1: Right to Inspect Public Records; Exceptions.

[New - 03/31/2021]

**342-006 RISK-RELATED CLAIM PRINTOUTS, MONTHLY:**

**Division/unit:** Public school insurance authority

**Maintenance system:** Chronological by year, then alphabetical by school district

**Record series content:** Monthly printouts of insurance claims for personal injuries processed by the TPA and paid by the insurance carrier. Printout shows claim number, claimants social security number, amount paid, name of recipient, date paid, etc.

**Classification:** 1.21.2.201 NMAC, Claims - Benefits Management

**File closure:** Date claims terminated

**Confidentiality:** Portions of the record may contain confidential material under NMSA 1978, Article 14, Chapter 2, Section 14-2-1: Right to Inspect Public Records; Exceptions.

[New - 03/31/2021]

**342-007 EMPLOYEE BENEFIT COMPLAINT FILES:**

**Division/unit:** Public school insurance authority

**Maintenance system:** Chronological by year, then alphanumerical by members surname and social security number

**Record series content:** Records concerning complaints regarding insurance claims and benefits. Files may include original complaint, correspondence, investigative reports, original claims, legal opinions, court documents, exhibits, depositions, resolutions, etc.

**Classification:** 1.21.2.201 NMAC, Claims - Benefits Management

**File closure:** Date claim resolved

**Confidentiality:** Portions of the record may contain confidential material under NMSA 1978, Article 14, Chapter 2, Section 14-2-1: Right to Inspect Public Records; Exceptions.

[New - 03/31/2021]

**342-008 SCHOOL APPRAISAL FILES:**

**Division/unit:** Public school insurance authority

**Maintenance system:** Chronological by year, then alphabetical by school district

**Record series content:** Records concerning appraisals conducted for insurance liability purposes. Files may include photographs of school buildings, land surveys of school grounds, final appraisals, correspondence, etc.

**Classification:** 1.21.2.676 NMAC, Appraisals - Valuations

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

**342-009            CONTRIBUTIONS FILES:**

**Division/unit:** Public school insurance authority

**Maintenance system:** Chronological by year, then alphabetical by school district

**Record series content:** Records concerning insurance premiums paid by participating public schools, school board members, school board retirees, public school employees, and retirees within New Mexico for group insurance coverage(s). Files may include daily bank deposit slips, copies of checks received from school districts, copies of invoices and billings to school districts, notices of discrepancies from financial institutions, etc.

**Classification:** 1.21.2.304 NMAC, Account Transfers

**File closure:** Date policy period terminates

[New - 03/31/2021]

**342-109            COST-CONTAINMENT REPORTS:**

**Division/unit:** Public school insurance authority

**Maintenance system:** Chronological by filing date

**Record series content:** Reports submitted annually by the NMPSIA to interim legislative committees. Reports show the effectiveness of the cost-containment measures in the procurement procedures of lines of insurance coverage(s) for participating school districts in New Mexico.

**Classification:** 1.21.2.415 NMAC, General - Audits and Compliance

**File closure:** Date of filing

[New - 03/31/2021]

**342-110            PARTICIPATION WAIVERS FILES:**

**Division/unit:** Public school insurance authority

**Maintenance system:** Chronological by year, then alphabetical by school districts

**Record series content:** Records concerning original requests for waivers stating reasons why the school district does not wish to participate in the NMPSIAs established line or lines of insurance. Files may include request for waiver, NMPSIAs board determinations, exhibits, correspondence, etc.

**Classification:** 1.21.2.165 NMAC, Waivers and Releases - Risk Management

**File closure:** Date of board determination

[New - 03/31/2021]