

LESSONS LEARNED FROM LOSSES

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MAINTAINING RECORDS

Why is it Important?

- Proper maintenance of records can make a world of difference to a member and to a JIF. Lawsuits are won and lost based on the documentation provided in support of the JIF's position in a given matter.
- Coverage can be denied to an insured if proper records are not maintained.
- The practice of ensuring adequate and proper documentation contributes to efficient and economical operations by guaranteeing that information is documented and accessible to all authorized parties that may need it.
- Please make sure that electronic records are maintained in such a manner that the systems in which they are stored evolve with the available technology.
- Lastly, make sure that if the records are physical documents to keep them off the floor and not in a basement.



DID YOU KNOW? The National Historical Publications and Records Commission awards grants to state and local governments to preserve and publish historical records. They have awarded 4500 grants since 1964.
www.archives.gov/nhprc/

OTHER THINGS TO KEEP IN MIND

- For Safe Lifting and Moving of Patients:
njmel.org>safety>under police agencies>Safe lifting/moving of patients
- Well maintained buildings suffer less damage in a storm. Buildings with loose trim, siding, roofing materials will be damaged before those that are “buttoned up”.

COMING NEXT MONTH!!!!

**Transitional Duty:
What's not to Love?**

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