

EXHIBIT A

The following categories of documents, with dates ranging from each employee's first day of employment through December 31, 2024, comprise the digitizing and destruction authorized pursuant to this Resolution:

- Employee health plan paper enrollment forms;
- Employee enrollment summaries from online website benefit portals Benefit Bridge (2020-2022) and BenXcel (2023 to current);
- Employee information sheet containing demographic and vital statistics;
- Staff checklist of processes completed;
- Salary Redirection Agreement ;
- Flexible Spending Enrollment form;
- Verifications of other group coverage;
- Birth verifications – from hospital and/or certified birth certificates, for all dependents;
- Adoption verification;
- Marriage verification from wedding officiant or certified marriage license;
- Copies of legal/court Name change documents;
- Copies of Certified Registered Domestic Partnership;
- Dissolution of Marriage verification;
- Copies of SS cards ;
- Life and AD&D insurance paper enrollment forms;
- Life and AD&D insurance approval and denials, including approval or denial of EOI (Evidence of Insurability);
- Life insurance health questionnaires;
- Life insurance claim forms;
- Child support questionnaires and medical support orders; (inclusive of wage verification provided by payroll);
- Notice of dependent added to plan per medical support order;
- Social Security form CMS L564/R297, Request for Employment Information;
- Creditable Coverage letter (County format);
- File Notes;
- Leave Approval notices (FMLA, CFRA, PDL, ADA and Lwop);
- Premium due notices (15-day, 30- day and termination notices);
- Health insurance premium verification generated from Munis;
- Copies of email, instant message and written communication with employee, regarding their health benefits.