

Office of Risk Management
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: All State Departments, Agencies,
Boards, and Commissions

FROM: Melissa Harris
State Risk Director

DATE: April 30, 2021

SUBJECT: State Agency Key Contact Personnel

Effective management of the State's risks requires that the Office of Risk Management (ORM) communicate with key personnel at the various state facilities. Periodically, ORM will forward information or requests to the various departments, agencies, boards, and commissions. The correspondence may include insurance premium invoices, insurance budget forecasts, exposure requests, as well as other requests for information. It is important that our mailing list identify the appropriate individuals to receive the correspondence.

Please complete the attached Key Contact Questionnaire Form which will provide updated information required for ORM to efficiently provide services to your agency. Please note that only one contact person can be designated in each section of the form. There can be multiple forms that will need to be completed if your agency has multiple ORM location numbers. Please make sure to put all of your location numbers on the top of the form (For Example: 2220, 2221, 2222, etc.). To view a current listing of all the ORM locations and the current contact personnel associated with each agency, go to:

<https://www.doa.la.gov/media/lqvcxafz/contacts-by-agency-as-of-4-15-2021.pdf>

Because ORM has added (2) new Contact Types – Legal Contact and IT Security Officer, there are currently no personnel listed for these new types. If your agency subscribes to the State's messenger service through the Office of State Mail Operations, provide only the messenger address along with correct phone and fax numbers for each contact.

Please complete the entire form and return it to Whitley Eldridge by email at whitley.eldridge@la.gov by May 15, 2021.

As changes occur within your organization affecting contact information, please send an updated form as soon as possible. Thank you for your prompt response. If you have any questions, please call Whitley Eldridge at (225) 219-0408.

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