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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 04-016

February 27, 2004

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Name/Address/Emergency Contact Change Form Revised

The attached Name/Address/Emergency Contact Change Form has been revised:

- The form was placed on new letterhead
- Personnel # replaces Social Security #
- "Print name" was added to each name line

Please destroy any outdated forms and replace with the updated version. All employees should be reminded of the importance of completing this form when their personal information changes. This form will also be available on Channel Z. If you have any questions, please call the Human Resources Office at (225) 342-0880.

Attachment

Please Post and Circulate