



MITCHELL J. LANDRIEU  
LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS  
SECRETARY

MATTHEW A. JONES  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 04-028

May 12, 2004

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

**FROM:** Mary V. Gloston  
Human Resources Director

**SUBJECT: E-2 Form for Pre-Existing Medical Injury/Illness**

We have been advised by the Division of Administration effective immediately to stop using the E-2 Form to obtain information regarding pre-existing medical injuries or illnesses from employees, including new hires.

Until further notice, no medical inquiries should be made to any employee or new hire regarding pre-existing injuries or illnesses relating to the Second Injury Fund. Once we have received the revised E-2 form, we will forward it to you along with procedures to govern its use.

If you have any questions, please contact our office at (225) 342-0880.

**Please Post and Circulate**