

## **Title 4**

### **ADMINISTRATION**

#### **Part V. Policy and Procedure Memoranda**

#### **Chapter 21. Repair and Replacement of Damaged Property Covered Under the State's Risk Management Program—PPM Number 53**

##### **§2101. Responsibilities and Rights**

A. The Office of Risk Management, Division of Administration, has the responsibility to manage all state insurance covering property and liability exposure through commercial underwriters or by self-insuring. Personnel benefits, group health, and life coverage are excepted. In discharging this responsibility, the Office of Risk Management has the right of access to all information relating to the state's Self-Insurance and Loss Control Program. This will be accomplished by affording the Office of Risk Management opportunity of inspections of all locations throughout the state.

B. The Office of Risk Management has most rights normally afforded a commercial insurance company. Among these rights is the opportunity to inspect any damage to insured property prior to repair or disposal. Therefore, the Office of Risk Management must be contacted before any repairs or disposal of insured, damaged material is accomplished. Submit all appropriate information relative to incurred losses to the Office of Risk Management at the following address: Office of Risk Management, Division of Administration, P.O. Box 91106, 1201 N. Third Street, Baton Rouge, LA 70821-9106, Phone (225) 342-8500.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:171.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, July 1, 1973, promulgated LR 1:132 (February 1975), amended LR 12:231 (April 1986), amended by the Office of the Governor, Division of Administration, Office of Risk Management, LR 31:56 (January 2005).