



State of Louisiana

Division of Administration
Office of the Commissioner

FOR IMMEDIATE RELEASE

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OGB and Secretary of State Reach Resolution on Document Retention

The Office of Group Benefits (OGB) has reached an agreement with the Secretary of State that will allow OGB to archive files that contain personal health information in a HIPAA-compliant facility. Other documents, including legal data and plan information, will be stored electronically in OGB's FileNet system.

"We've worked closely with the Secretary of State to find a solution that met the needs of both offices," said Commissioner of Administration Kristy Nichols. "Secretary Schedler and his staff take privacy very seriously and have worked with us to develop a system that protects our members and still retains these records appropriately."

The solution will maintain the microfilm archives required by the Secretary of State. However, the files will be archived in a HIPAA-compliant facility to ensure the confidentiality of personal health information. Once the files have been microfilmed, the original paper documents will be destroyed.

"Work to remediate OGB's records disposal issues and minimize any future risks has been our priority," said Secretary of State Tom Schedler. "The retention of vital records by our state agencies is critically important and the Archives is committed to not only monitoring compliance with state laws, but also maintaining public trust in their management."

Files that were imaged and backed up on OGB's system before the exception took effect will be reimaged and sent to the Secretary of State Office for microfilming. OGB will continue to share all non-claims related documents with the Secretary of State's office as outlined in its records retention policy.

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