

THE COMMONWEALTH OF MASSACHUSETTS
Public Employee Retirement Administration Commission
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M E M O R A N D U M

TO: All Retirement Systems

FROM: Robert F. Stalnaker, Executive Director

RE: Transferring Data Files Via the Electronic Mail

DATE: April 30, 1998

Some retirement boards have recently transmitted data files to PERAC as attachments to electronic mail messages.

We share the enthusiasm about the efficiencies that this means of transmission will bring to staff members at retirement systems and at PERAC. However, until PERAC has developed a policy governing electronic file transfer, I request that retirement systems use the U.S. Mail to convey tapes and diskettes to PERAC. Our primary concern is that appropriate security measures need to be established to ensure that the privacy of members is not violated. Furthermore, PERAC has to set up internal protocols to process electronically transmitted files and to report back to retirement systems about their receipt and readability.

There is no question that electronic file transfer will become the preferred method for transmitting data to PERAC, but only after appropriate safeguards are in place.