

**THE COMMONWEALTH OF MASSACHUSETTS**  
Public Employee Retirement Administration Commission  
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MEMORANDUM

TO: All Retirement Boards

FROM: Robert F. Stalnaker, Executive Director

RE: Information Technology Audit

DATE: November 20, 1998

PERAC will be performing Information Technology Audits of all retirement systems beginning in December. These audits will include a review of all software and hardware utilized by the boards as well as a review of vendor contracts. In addition, we will also monitor Year 2000 compliance at each board. The attached questionnaire will form the basis of this audit.

This audit process should take approximately one half day to complete. Brian Bowler will be contacting each board in the near future to determine a mutually convenient time to perform the audit.

If you have any questions, please contact Brian Bowler at (617) 666-4446 ext. 924.