

# MEMORANDUM #37, 2011

Commonwealth of Massachusetts | Public Employee Retirement Administration Commission  
Five Middlesex Avenue, Suite 304, Somerville, MA 02145  
Ph 617 666 4446 | Fax 617 628 4002 | TTY 617 591 8917 | [www.mass.gov/perac](http://www.mass.gov/perac)

Domenic J. F. Russo, *Chairman*

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Gregory R. Mennis

Joseph E. Connarton, *Executive Director*

## MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: Submitting Actuarial Data via SFED

DATE: December 8, 2011

In accordance with recent Executive Orders and Federal and State regulations on the protection of Personal Identifiable information, PERAC is requesting that Retirement Boards utilize the Commonwealth's Secure File and E-mail Delivery (SFED) web-based application to send and receive electronic documents and data files rather than sending diskettes or CDs via postal service.

SFED is an enterprise solution for secured exchange of both e-mail and files using web technologies. SFED is a Commonwealth shared service available to all its agencies and departments for use between themselves and their business partners. Some of the key features of the SFED Application include:

- All information is encrypted for storage and transfer to ensure security & privacy.
- Automated e-mail notification sent to all recipients when messages/files are available to be picked up.

Over the past few years a number of retirement boards have utilized SFED to send us their actuarial data files and have found the application to be quick and easy to use. Plus, there is no cost to you for using the application.

In order to access SFED, retirement boards must establish an SFED account upon receipt of an e-mail invitation from PERAC. Therefore, we will need a list of the e-mail address(es) for the Board or staff member(s) who would be responsible for sending your member, retiree, and disability files to the Actuarial Unit. Upon receiving your e-mail information, an SFED Invitation e-mail will be sent to you with a link to the SFED Account Setup web page. In addition to the e-mail address, please include the name, title, and phone number of the contact person(s) so we can contact you directly on the use of the SFED application. Please e-mail this information to John Boorack at [JBoorack@per.state.ma.us](mailto:JBoorack@per.state.ma.us) by December 31, 2011.

Thank you for your cooperation in this regard.