

MEMORANDUM

TO: All Retirement Boards

FROM: Joseph I. Martin, Deputy Executive Director

RE: Data Verification for PERAC's 2012 Annual Report

DATE: April 23, 2013

We are in the process of compiling information necessary for PERAC's 2012 Annual Report. Please review the attached retirement board data sheet and the managers, custodian and consultant list.

Please annotate the data sheet and list of managers, custodian and consultant with whatever changes need to be made and fax or mail them to Rose Cipriani at PERAC no later than May 3, 2013.

Please note that if no changes need to be made to the data sheet and/or list of managers, custodian and consultant, please mark them as "correct" and return them to Ms. Cipriani no later than May 3, 2013.

1.) Retirement Board Information

Please verify the attached printout of information about your retirement board. Your board address, telephone and fax numbers, and board meeting information should be as of the current date. However, the names of board members and the board administrator should be as of December 31, 2012.

2.) Managers, Custodian and Consultant

Please assist by verifying that the attached list of manager(s), custodian and consultant (if any) were retained by your retirement board in accordance with statute and regulation as of December 31, 2012. Please note that PERAC considers each pooled fund (e.g. mutual funds, commingled funds, group trusts, real estate funds, limited partnership funds, and venture capital funds) as an investment manager for the retirement system.

Any discrepancies between our records and the board's records, including any differences in the names of investment management firms or differences in the names of pooled fund products, or if a fund has been liquidated, or if a manager has been terminated, should be noted on the



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attached list. For name changes, please provide corresponding additional information such as press releases, notification from the manager, etc. Where relevant, please provide the corresponding liquidation or termination dates.

Thank you in advance for your cooperation in this matter. If you have any questions, please feel free to contact Rose Cipriani at 617-666-4446 extension 931.

Enclosures