

# MEMORANDUM #16, 2012

Commonwealth of Massachusetts | Public Employee Retirement Administration Commission

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## MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: Retirement Board Member Data

DATE: January 19, 2012

As you undoubtedly know, Chapter 176 of the Acts of 2011 includes provisions dealing with filing of multiple new forms and fulfillment of mandatory educational requirements by retirement board members. In order to furnish certain notifications about compliance in an accurate, timely, and private manner PERAC seeks updated information from each retirement board member. We have enclosed forms that reflect the information that PERAC currently has on hand. Each board member is asked to correct inaccurate data, provide missing information, and mail or fax the completed forms back to PERAC by February 20, 2012.

I appreciate the frustration that some of you may be feeling about being asked to provide some of the same information multiple times. However, I trust that once you return the attached forms and the data is entered into the software applications that we are in the midst of creating, the number of such annoyances will be greatly reduced.

Please understand that PERAC has put in place physical, electronic and administrative controls to prevent unauthorized access to, or disclosure of, the personal data that is held in the Commission's records in a manner that is consistent with Executive Order 504: An Order Regarding the Security and Confidentiality of Personal Information, and 201 Code of Regulations (CMR) 17:00: Standards for the Protection of Personal Information of Residents of the Commonwealth.

In order to keep the PERAC's database about retirement board members up-to-date, it is important to notify PERAC of all subsequent changes in board make up by filing a Retirement Board Change Form: (<http://www.mass.gov/perac/forms/boardchangeform.pdf>) with PERAC.

Thank you for your continued cooperation.

Attachments