LACERA
Board of Retirement

POLICY GOVERNING RETIRED MEMBERSHIP MAILING SERVICES

The Board of Retirement may enter into an agreement with an organization authorizing LACERA to mail the organization's membership applications to retired LACERA members under the following conditions:

1. The organization is a recognized employee organization of the County of Los Angeles, or has as one of its primary purposes the representation of members of public retirement systems.

2. Organizations meeting item 1 of this policy and also satisfying the Board of Retirement's policy governing Deductions for Dues and Similar assessments from Retiree Warrants may enjoy mailing privileges to *all* or a segment of the retiree population once every 24 months.

3. Organizations meeting item 1 of this policy and also satisfying the Board of Retirement's policy governing Deductions for Dues and Similar Assessments from Retiree Warrants may enjoy mailing privileges to *new* retirees up to two times in addition to the 24 month mailing privilege (i.e. item 2).

4. Organizations meeting item 1 of this policy but have yet to satisfy the Board of Retirement's policy governing Deductions for Dues and Similar Assessments from Retiree Warrants may enjoy mailing privileges to *all* retirees once. (Pre-mailing notification will be provided to the Board of Retirement.)

5. All labor, material, and postage costs associated with such mailing shall be born solely by the requesting organization.

6. All materials are subject to LACERA's approval.

7. LACERA member information is confidential and shall not be released by LACERA to the organization requesting mailing services. Undeliverable mail shall not forward to the requesting organization.

8. The mailing service shall be performed by LACERA, or a LACERA approved mailing service vendor who will provide a Statement of Confidentiality and Restriction of Use.

9. The mailing service project timeline and vendors shall be at the discretion of LACERA.

(Approved by the Board of Retirement May, 2006)