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Special:

## **Circular Letter**

**TO: AGRICULTURAL DISTRICTS, PUBLIC AGENCIES, COUNTY SUPERINTENDENTS OF SCHOOLS AND INDIVIDUAL SCHOOL DISTRICTS**

**SUBJECT: DISKETTES CONTAINING RETIREMENT CONTRIBUTION DATA**

Every three months, it has been the policy of the California Public Employees' Retirement System (CalPERS) to return diskettes submitted by employers with retirement contribution data to them for re-use once processed.

Due to the increased concerns of identity theft, CalPERS will no longer be returning these diskettes to employers, effective immediately. In addition to identity theft concerns, the re-use of diskettes increases the chance media can become corrupted, causing a higher volume of unreadable transactions. This results in delays balancing and posting the retirement contribution data to member accounts.

From this date forward, once processed, all diskettes containing retirement contribution data will be destroyed in accordance with our Information Security Office standards and the material will be recycled.

The cost of creating and mailing retirement contribution data on diskettes can be avoided by using the CalPERS' Automated Communications Exchange System (ACES) to transmit your data file free of charge via the Internet. For more information on using ACES to transmit your file, please visit the ACES website at [www.calpers.ca.gov/aces/payroll-reporting](http://www.calpers.ca.gov/aces/payroll-reporting) or call **888 CalPERS** (or **888-225-7377**) to sign up.

We apologize for any inconvenience this may cause you.

Kenneth W. Marzion, Chief  
Actuarial and Employer Services Division