



## **RETIRED MEMBERSHIP MAILING SERVICE**

### **I. INTENT**

The intent of this policy is to service the members of SCERA with information necessary to conduct the business of the system, not information that advocates a particular point of view, and to cooperate with and assist a recognized retiree organization in distributing communications regarding membership in and retiree benefit programs available through the retiree organization to all or a portion of the retired members of the system. The addresses of SCERA retirees are confidential.

### **II. POLICY**

The SCERA Retirement Administrator may enter into an agreement with an organization, including a recognized retiree organization, authorizing SCERA to mail the organization's approved communication information to retired SCERA members under the following conditions:

- A. Approved communication information for distribution includes County of Sonoma Combined Fund pledge drive packets or other communication information approved by the Board of Retirement.
- B. All incremental labor, material, and postage costs associated with such mailing shall be borne solely by the requesting organization.
- C. Material should be printed and collated and envelopes ready for applying addresses must be provided. The requestor's stationery and envelopes will be used. Alternatively, distribution for a recognized retiree organization may consist of a combined mailing, at the discretion of the Administrator.
- D. All communication information materials are subject to SCERA review and/or approval. The content of the communications shall be wholly the responsibility of the organization or recognized retiree organization, and the Board shall not have any liability for the content of those communications.
- E. The mailing service shall be performed by SCERA, or a SCERA approved mailing service vendor.
- F. The mailing service project timeline and vendors shall be at the discretion of SCERA.

### **III. HISTORY**

The Board adopted this policy on 1/17/2008.

SONOMA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION  
RETIRED MEMBERSHIP MAILING SERVICE

---

Reviewed and revised on 2/21/2013.