



Chief School Administrators  
College & University Presidents  
School Contacts

## **Administrative Bulletin**

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### **Employers Urged to Submit Monthly Reports Electronically**

The New York State Legislature recently enacted Chapter 279 of the Laws of 2008, which regards the disclosure of records by the state and its political subdivisions. Section 3 of this law, which takes effect Jan. 1, 2010, prohibits the intentional disclosure of an individual's Social Security number by a state entity. However, the new law does **not** prevent the collection, use or release of a Social Security number as required by state or federal law, or the use of a Social Security number for internal verification, fraud investigation, or administrative purposes.

NYSTRS participating employers provide members' Social Security numbers to the Retirement System on their monthly employer reports. The collection of this information is **essential** to properly identify members in our database. Please be assured that this usage is not precluded by the new law.

As the security of our members' information is of paramount concern to NYSTRS, we strongly recommend that districts submit their monthly reports electronically. Through the file encryption provided by FTP (File Transfer Protocol), electronic submissions provide a safer and more secure process than sending reports through the mail.

NYSTRS has taken numerous additional safeguards to protect the security of this data, including:

- The server used for employer reports has been hardened to protect against hackers.
- The server is secured by a firewall and only allows incoming traffic from outside NYSTRS on a non-standard FTP port.
- Only specific designated computers are allowed administrative access from the NYSTRS internal network.
- A 128-bit SSL (Secure Socket Layer) connection is required for authentication and for the duration of the data transfer.
- Anonymous connections are not allowed and users are not able to browse outside of their own secure areas.

If your district is not already reporting to NYSTRS through FTP, we urge you to sign up for this secure reporting process by e-mailing Joan Sagendorf at [jsagendo@nystrs.state.ny.us](mailto:jsagendo@nystrs.state.ny.us). Please provide your four-digit location code, name, e-mail address and phone number. Ms. Sagendorf will forward you the installation and set-up instructions. Thank you for your cooperation.