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**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
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## HUMAN RESOURCES MEMORANDUM NO. 03-045

**April 22, 2003**

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT: LASERS PREP Seminars**

The **Louisiana State Employees' Retirement System (LASERS)** offers Pre-retirement Education Program (PREP) Seminars to assist active members in preparing for retirement. All PREP Seminars are one day in length and free of charge. Space is limited, so registrations should be made early.

Regular PREP is for members with more than 10 years of service and PREP-TO-START is for members with less than 10 years of service. These seminars are designed to help employees understand retirement issues and prepare for actual retirement. All seminars will include information on legal affairs, estate and financial planning, health insurance, the Deferred Compensation Program, retirement benefits and the DROP program.

Attached is the seminar schedule for the last half of calendar year 2003. An application to attend a PREP seminar is also attached. All completed applications should be sent directly to LASERS. You can also register electronically by accessing the LASERS web site at [www.lasers.state.la.us](http://www.lasers.state.la.us) and clicking on "Prep."

Attachments

**Please Post and Circulate**