



MITCHELL J. LANDRIEU  
LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

ANGÈLE DAVIS  
SECRETARY

MATTHEW A. JONES  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 04-008

February 12, 2004

**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 half a 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. Seminars will include information on retirement benefits, health and life insurance, the Deferred Compensation Plan, and the DROP program.

Attached is the seminar schedule for the first half of calendar year 2004. 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**