

MEMO# 9758

March 16, 1998

YEAR 2000 DATE PROCESSING CONVERSION -- PLANNING AND PROGRAM SURVEY

[9758] March 16, 1998 TO: OPERATIONS COMMITTEE No. 16-98 SMALL FUNDS COMMITTEE No. 6-98 RE: YEAR 2000 DATA PROCESSING CONVERSION -- PLANNING AND PROGRAM SURVEY

Please take a few moments to complete the attached brief questionnaire seeking high level information about year 2000 compliance efforts and return it to the attention of Agnes Thomas at the Institute at fax # 202-326-8314. Individual responses will be held strictly confidential. The data will be compiled for circulation and discussion at the Operations CommitteeGs April 23rd meeting and an aggregate-level summary of the compiled data will be distributed to all respondents. The summary will not reveal any individual firmGs responses. The questionnaire was initially developed last year in cooperation with SEC staff members responsible for reporting to Congress on June 1, 1997 (and also by June 1 of 1998 and 1999) on the status of progress in all segments of the securities industry toward year 2000 compliance. Other associations and key organizations assisted the Commission in developing information for the Congress on this matter. The results of last yearGs survey are attached for your information. We expect to again share the aggregate survey results with the Commission staff to assist the Commission in meeting its June 1, 1998 Congressional reporting obligations. We deliberately kept the questionnaire very brief to encourage full participation. We believe it should take no more than one or two hours to pull the information together and no more than five or ten minutes to complete. We would appreciate your responding as soon as possible but not later than Friday, April 3. Thank you for your cooperation. Donald J. Boteler Vice President - Operations & Training Attachment Enclosure