
**Ministry of
XXXXXXXXXX**

Date

Public Records Committee
Provincial Archives of Saskatchewan
Room 301, 1870 Albert Street
Regina, Canada S4P 4B7

RE: **Agency Name (include division/branch if necessary)**: Operational Records
Schedule

Dear Public Records Committee:

As Privacy Officer for the **Agency Name**, I have reviewed the attached
Operational Records Schedule.

1) I am satisfied that the records covered by this schedule do not contain
personal information or personal health information and, therefore, no privacy
issues exist.

Or

2) I am satisfied that from the perspective of protecting personal information the
retention periods are appropriate and the record safeguards are adequate. My
review relied upon descriptions of files provided by the agency and discussions
with their representative.

Sincerely,

XXXXXXXXXXXXXXXXXXXX,
Privacy Officer