
**Ministry of
XXXXXXXXXX**

Date

Public Records Committee
Provincial Archives of Saskatchewan
3rd Floor, 2440 Broad Street
Regina, Saskatchewan S4P 0A5

Dear Public Records Committee:

The Agency Name (if applicable include division/branch, etc.) has identified a need for a new operational records schedule. To that end we have developed the attached schedule with assistance from the Provincial Archives of Saskatchewan, Information Management Unit.

We are requesting that the Public Records Committee review the attached proposed operational schedule at their earliest convenience.

Sincerely,

XXXXXXXXXXXXXXXXXX,
Agency Head (e.g. Deputy Minister, CEO, President, etc.)