
**Ministry of
XXXXXXXXXX**

Date

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

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