Logo

Description automatically generated**Ministry of Agriculture**

Corporate Services

226-3085 Albert Street

Regina, SK S4S 0B1

{{ date }}

Carol Radford-Grant, Provincial Archivist

Provincial Archives of Saskatchewan

2240 Broad Street

REGINA, SK S4P 4B7

Dear Ms. Radford-Grant:

**Re: Destruction of Records – Ministry of Agriculture**

Attached is the Disposal Request Form dated {{ date }}, and a list of records for transfer {{ transfer }}, box(es) {{ boxes }}belonging to {{ branch }} branch that have reached or surpassed their required retention period.

As the Designated Records Officer for the Ministry of Agriculture, I have reviewed the aforementioned records, and authorize their destruction on behalf of the Ministry.

I look forward to receiving your authorization to dispose of these records or to transfer these records to the Archives Board.

Please send any correspondence to our office directly and a copy to the branch.

Should you have any questions, please contact {{ contact }} by telephone at

{{ phone }} or via email at {{ email }}.

Sincerely,

Jackie de Waal

Manager, Legislation, Access and Security

Attachments

cc: {{ contact }}