

Personal Information Bank Form

Date: October 19, 2016

Title (Name) of PIB:	File Number:
Transfer and Retrieval requests	N/A
Location – Primary Office:	
Archives	
Location – Other Offices:	
None	
Information Maintained (description):	
Date of request, name, phone number, email address, department, records information (box/file).	
Individuals:	
AU Staff	
Legal Authority:	
Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>	
Purpose:	
To document requests by staff to transfer boxes/files to Athabasca University Records Centre (AURC), and to retrieve boxes/files from AURC.	
Remarks:	