

## Personal Information Bank Form

Date: June 15, 2012

<b>Title (Name) of PIB:</b> Issued Key List	<b>File Number:</b> N/A
<b>Location – Primary Office:</b> Facilities and Services	
<b>Location – Other Offices:</b> Copies may be held in a department/office for the staff in that department/office	
<b>Information Maintained (description):</b> Name, list of keys issued, department name	
<b>Individuals:</b> Staff	
<b>Legal Authority:</b> Section 33 (c) of the <i>Alberta Freedom of Information and Protection of Privacy Act</i>	
<b>Purpose:</b>	
<b>Remarks:</b> Electronic file, KEYZ program - held on main server - backed up weekly	