

## Unsolicited Personal Information

### Purpose

The purpose of this form is to document steps taken by a public body to dispose of personal information that it was not authorized to collect.

Section A – Public Body Information			
<b>Public Body:</b>		<b>Division/Section:</b>	
<b>Minister:</b>		<b>Deputy Head:</b>	
<b>Senior Records Manager:</b>		<b>Departmental RIM Coordinator:</b>	

Section B – Receipt of records			
<b>Date records received:</b>		<b>Volume of records:</b>	
<b>Records received from:</b>		<b>Records received by:</b>	
		<b>Signature:</b>	
<b>Description of incident and comments:</b>			

Section C – Action taken <i>(Check one option)</i>			
<input type="checkbox"/> <b>Return records</b>			
<b>Date returned:</b>		<b>Returned to:</b>	
<b>Returned by:</b>		<b>Signature</b>	

<input type="checkbox"/> <b>Destroy by existing retention schedule</b>			
<b>Name of retention schedule:</b>		<b>Expected date of destruction:</b>	
<b>Secure location of records:</b>			
<b>RC07 - Request #:</b>		<b>Date of destruction:</b>	
<b>Sent to destruction by:</b>		<b>Signature:</b>	

<input type="checkbox"/> <b>Destroy by new retention schedule</b>			
<b>Name of new retention schedule:</b>		<b>Date of creation:</b>	
<b>Secure location of records:</b>		<b>Expected date of destruction:</b>	
<b>RC07 - Request #:</b>		<b>Date of destruction:</b>	
<b>Sent to destruction by:</b>		<b>Signature:</b>	

<b>Approvals</b>			
<b>Name of Manager/Director of Section/Division:</b>		<b>Date:</b>	
<b>Signature:</b>			
<b>Name of Senior Records Manager:</b>		<b>Date:</b>	
<b>Signature:</b>			
<b>Name of Departmental RIM Coordinator:</b>		<b>Date:</b>	
<b>Signature:</b>			