

TOWN OF BIRCH HILLS

BYLAW 06/15

A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

The Council of the Town of Birch Hills, in the Province of Saskatchewan, enacts as follows:

1. That a Records Retention and Disposal Schedule for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
2. That the administrator of the Town of Birch Hills is hereby authorized to destroy all applicable documents of the Town of Birch Hills in accordance with the Schedule.
3. That the Administrator contact the Saskatchewan Archives Board before the destruction of any records mentioned in section (2) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.

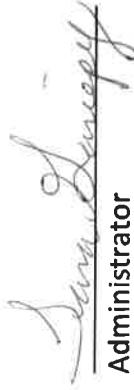
INTRODUCED AND READ A FIRST TIME THIS 28TH DAY OF OCTOBER 2015

READ A SECOND TIME THIS 28TH DAY OF OCTOBER 2015

READ A THIRD TIME AND PASSED BY UNANIMOUS VOTE OF COUNCIL THIS 28TH DAY OF OCTOBER 2015



Certified a true copy of
Bylaw #06/15, adopted by
resolution of council on the
28th day of October 2015.


Administrator


Mayor


Town Administrator

Bylaw 06/15
Town of Birch Hills

Schedule A

File for destruction:

- 1897 through 2015 Accounts Payable – 95 Binding Cases/Files
- 2002 through 2005 Bank Statements – 2 Boxes
- 2002 through 2004 Receipts (General/Taxes/Utility)