

TOWN OF BIRCH HILLS

BYLAW 09/17

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.

Read a third time and adopted
this 27th day of September 2017.



A handwritten signature in black ink, appearing to be "Sara Daniepy", written over a horizontal line.

Mayor

A handwritten signature in black ink, appearing to be "Sara Daniepy", written over a horizontal line.

Town Administrator

Certified to be a true copy of Bylaw No. #09/17
adopted by the council of the Town of Birch Hills
on the 27 day of September 2017
A handwritten signature in blue ink, appearing to be "Sara Daniepy", written over a horizontal line.

Schedule A

Records Retention and Disposal Schedule

Invoices, payment vouchers and cheques 2006 to 2009 – 1.1 Accounts Payable

Tax, Utility, and General Receipts 2006 to 2008 – 1.2 Accounts Receivable

Bank Statements 2006 to 2009 – 1.5 Bank Accounts

Tax Notices 2002 to 2006 – 1.2 Accounts Receivable

Receipts Journal 2006 to 2009 – 1.2 Accounts Receivable and 1.13 Ledgers/Journals

Manual Receipts Journal 1976 to 2006 – 1.2 Accounts Receivable and
1.13 Ledgers/Journals

Manual Disbursement Journal 1977 to 2006 – 1.1 Accounts Payable and
1.13 Ledgers/Journals

Deposit Books 2001 to 2009 – 1.5 Bank Accounts