

TOWN OF ALAMEDA

BYLAW NO 1-2023

A BYLAW TO PROVIDE FOR THE DESTRUCTION OF DOCUMENTS

The Council of the Town of Alameda in the Province of Saskatchewan enacts as follows:

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Exhibit A" and forming part of this bylaw, be adopted.
2. That the Administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator contact the Saskatchewan Archives Board, in accordance with the Records Retention and Disposal Schedule in the Province of Saskatchewan 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.
4. This Bylaw shall come into force and take effect on January 18th, 2023.





Mayor



Administrator

Read a third time and adopted
this 18 day of January, 2023.



Administrator

EXHIBIT "A"

| <u>Title:</u> | <u>Years:</u> |
|---|---------------|
| Assessment SAMA Field Sheets | 2015 |
| General Ledger Entries | 2015 |
| Cheques - Voided | 2015 |
| Payroll | 2015 |
| Deposit Books 1&2 – Nov/14-May/15, June/15-Dec/15 | 2015 |
| Month End | 2015 |
| General Receipts & Ledger Processing | 2015 |
| Tax Receipts | 2015 |
| Utility 1 and 2 Receipts – Jan-July & Aug-Dec | 2015 |
| Accounts Payable 1&2 – Jan-May & June-Dec | 2015 |
| Invoices | 2015 |
| Tax Notices | 2015 |
| Tax Levies | 2015 |
| Bank Reconciliation Statements | 2015 |
| Utility Notices | 2015 |
| Accounts Payable Posting Trail | 2015 |
| Financial Statements | 2015 |
| Deposited Cheques – 12/31/06 #3202-3214 | 2015 |