

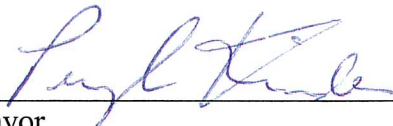
TOWN OF ALAMEDA

BYLAW NO 1-2021

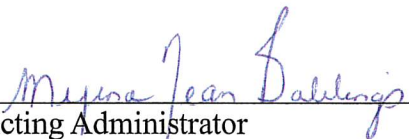
A BYLAW TO PROVIDE FOR THE DESTRUCTION OF DOCUMENTS

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 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.



Mayor



Acting Administrator

EXHIBIT "A"

Assessment SAMA Field Sheets	2013
General Ledger entries	2013
Cheques – voided	2013
T4 Slips and Payroll	2013
Deposit Books	2013
Month End	2012 and 2013
General Receipts and Ledger Processing	2013
Tax Receipts	2013
Utility 1 and 2 Receipts	2013
Accounts Payable	2013
Invoices	2013
Tax Notices	2013
Tax Levies	2013
Bank Reconciliation Statements	2013