

TOWN OF ALAMEDA

BYLAW NO 5-2021

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

Read a third time and adopted on
this 16th day of June, 2021



Administrator

EXHIBIT "A"

Title:

Years:

Alameda Museum General Correspondence	1998-2002
Alameda Cemetery Association General Correspondence -Old minutes & financials	1998-2014
Borderline Housing General Correspondence	1997-2014
Commissionaire General Files	2014
Dog Complaint General Files	2015
Galloway Health Center Trust Committee Meeting Minutes	2014-2015
Highways & Transportation General Correspondence	2000-2002
Insurance Policies	2010-2013
Moose Creek Regional Park Committee Minutes	2012-2014

FLK.