

TOWN OF WOLSELEY

BYLAW NO. 04-2020

**A BYLAW OF THE TOWN OF WOLSELEY IN THE PROVINCE OF  
SASKATCHEWAN FOR THE DESTRUCTION OF DOCUMENTS**

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

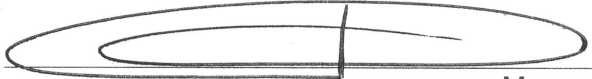
1. That a Records Retention and Disposal Schedule (the "Schedule") for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
2. That the Administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator/Clerk 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.

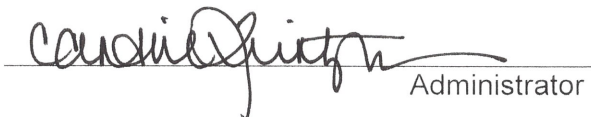
READ A FIRST TIME this 4<sup>TH</sup> day of MARCH, 2020.

READ A SECOND TIME this 4<sup>TH</sup> day of MARCH, 2020.

READ A THIRD TIME and adopted this 4<sup>TH</sup> day of MARCH, 2020.



  
Mayor

  
Administrator

Certified true copy of

  
Administrator

**BYLAW NO. 04-2020**  
**SCHEDULE A**

**RECORDS RETENTION & DISPOSAL SCHEDULE**  
**ACCOUNTING AND FINANCE**

2002 – Receipts  
2003 – Duplicate Cheques, General Ledger  
2003 – Payment Vouchers  
2003 – Utilities, Duplicate Cheques, General Ledger  
2003 – General Ledgers  
2004 – Receipts  
2004 – Paid Vouchers  
2004 – Accounts Payable  
2004 – Bank Statements  
2004 – Cash Receipts  
2007 – General Ledgers  
2006 – Receipts  
2008 – Receipts  
2008 – Payment Vouchers  
2008 – Payment Vouchers & Duplicate Cheques  
2008 – Receipts & Invoices  
2008 – Receipts & Journals  
2009 – Receipts  
2009 – Payment Vouchers  
2009 – Payment Vouchers & Invoices  
2009 – Receipts, Deposits, Invoices  
2009 – Invoices, Bank Statements, Duplicate Cheques  
2009 – Receipts & Duplicate Cheques  
2009 – General Ledgers, Deposits, Duplicate Cheques  
2009/2010 – Receipts/Journals  
2010 – Receipts  
2010 – Payment Invoices, Duplicate Cheques  
2010 – Payment Voucher Receipts  
2010 – Receipts, GL Entries  
2010 – Utility Billings  
2010 – Payment Vouchers  
2011 – Receipts  
2011 – Payment Vouchers  
2011 – Payment Vouchers  
2011 – Duplicate Cheques, Deposits  
2011 – Utility Billings, Bank Statements  
2012 – Receipts  
2012 – Invoices, Payments, Utility Billing  
2012 – Utility Billings  
2012 – Payments, Vouchers  
2012 – Invoices & Utility Billings  
2012 – Deposits, Payments, Ledgers