

TOWN OF WOLSELEY

BYLAW NO. 06-2020

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

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 17th day of JUNE, 2020.

READ A SECOND TIME this 17th day of JUNE, 2020.

READ A THIRD TIME and adopted this 17th day of JUNE, 2020.



Mayor

Administrator

Certified true copy of

Administrator

BYLAW NO. 04-2020**SCHEDULE A****RECORDS RETENTION & DISPOSAL SCHEDULE
ACCOUNTING AND FINANCE**

2000/01/07	Bank Deposit Slips, Cash Disbursements, GL Journal, Posting Audit Trail, Utilities
2001/2004	Cash Receipts, Paid Vouchers, Tax & Utility Logs
2003/04	Correspondence for Town Hall, Water Plant, Sportsplex
2003/04	Correspondence for Occupational Health & Safety, RM
2004	Utility & Tax Reports
2004	Paid Vouchers, Tax Ledger Entries
2004	Cheque Copies
2005	Tax Notice & Receipts
2005	Paid Vouchers
2005/06	General Ledger
2005/06	GL Postings, Paid Vouchers, Cash Receipts, Payment Register, Cash Disbursement
2005/06/07	Duplicate Cheques, Bank Statements, Payment Vouchers
2005/06/07	Journals, Paid Vouchers, General Ledger
2005/06/07/08	General Ledger, Cash Receipts Journal, Utility Balancing Control, Utility Billings, Bank Statements, Bank Deposits
2005/07	Duplicate Cheques, Work Orders, Cash Disbursements, Utility Bills, Tax Ledger Entries
2005/07	Payment Vouchers, Cash Receipts, Utility Billing, Receipts Journal
2005/07/08	Utility Bills and Paid Vouchers
2005/07/08	Paid Vouchers, Cash Disbursements, Duplicate Cheques, Payment Vouchers
2006	Payment Registers, Duplicate Cheques, Receipt Journals
2006	Bank Statements, Paid Vouchers, Tax & Cash Receipts
2006	Unpaid Bills and Paid Vouchers
2007	Investments
2007	Payment Register, Payment Vouchers, Cash Receipts Journal
2007	Utility & Tax Roll, Bank Statements, Paid Vouchers
2007	Year End, General Ledger, Paid Vouchers
2007	Tax Ledger, Payment Vouchers, Cash Receipts
2010	Bank Statements