



## Bylaw 5-2015 Records Disposal

A bylaw of the Town of Eston, in the Province of Saskatchewan, to provide for the destruction of records belonging to the Town of Eston.


THE COUNCIL FOR THE TOWN OF ESTON IN THE PROVINCE OF SASKATCHEWAN ENACTS BYLAW 5-2015 AS FOLLOWS:

1. That a Records Retention and Disposal Schedule for the municipality attached hereto as "Exhibit A" and forming a 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 destruction of any records mentioned in Section 2 above to ensure that any documents requested by the Board for preservation in the archives be deposited with the Board.


  
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Mayor

seal



  
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Administrator

A certified true copy of Bylaw 5-2015 adopted by resolution of Council of the Town of Eston on October 28, 2015.

  
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Administrator

## Records Retention and Disposal Schedule

### EXHIBIT "A" BYLAW 5-2015 October 2015

1.1	Accounts Payable Paid Invoices	2008 & prior
1.2	Accounts Receivable	2008 & prior
1.5	Bank Accounts Deposit Books Cancelled Cheques Bank Statements Reconciliations Cash Receipts/Payments Reports Duplicate Cheques	2008 & prior
1.13	Ledgers/Journals General Ledger Cash Receipts Journal	2008 & prior
1.18	Utility Documents Cash Receipts/Adjustments	2008 & prior
2.6	Change of Ownership Journal SAMA Notifications	2008 & prior
2.15	Tax Assessment Records Field Sheets	2012 & prior
3.1	Ballots	
3.13	Voters' Registration	
3.14	Ballot Box Contents	
4.2	Income Tax T4s, TD1	2008 & prior