



## Bylaw 2017-7 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 2017-7 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 records as required in the Ministry's Records Retention and Disposal Schedule and ensure that any documents requested by the Board for preservation in the archives be deposited with the Board.
4. Bylaw 2015-5 Records Disposal is hereby repealed.

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Mayor

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Administrator



A certified true copy of Bylaw 2017-7 adopted by resolution of Council of the Town of Eston on June 28, 2017.

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Administrator

EXHIBIT "A"  
BYLAW 2017-7  
**Records Retention and Disposal Schedule**

1.1	Accounts Payable - Paid Invoices	2009 & prior
1.2	Accounts Receivable - Payment Receipts & Invoices	2009 & prior
1.4	Audits & Compliance Reviews - Preparation documents	2009 & prior
1.5	Bank Accounts - Deposit Books - Cancelled Cheques - Bank Statements & Reconciliations - Duplicate Cheques	2009 & prior
1.7	Budget Related Reports - Preparation working documents	2009 & prior
1.8	Cash Payments & Receipts - Ledger	2008 & prior
1.13	Ledgers/Journals - General Ledger - Cash Receipts Journal - GL Journal Entries - Tax Receipts & Adjustment Journal	2009 & prior
1.17	Monthly Financial Statements	2009 & prior
1.18	Utility Documents - Cash Receipts & Adjustments - Water/Sewer Cards	2009 & prior
2.6	SAMA Change of Ownership Sheets	2009 & prior
2.15	Tax Assessment Records - Obsolete Field Sheets	2009 & prior
2.16	Tax Certificates	2009 & prior
2.17	Tax & Assessment Undelivered Notices	2009
2.18	Tax Enforcement Records - Lien Removed & Taxes Paid	2009 & prior
3.1	Ballots	2016 & prior
3.11	Voters Registration Forms	2016 & prior
3.12	Ballot Box Contents	2016 & prior
4.2	Income Tax Records	2009 & prior
9.2	Vital Statistics - Copies of Remittances	2009 & prior