

TOWN OF ST. WALBURG COUNCIL

BYLAW NO. 01-2012

RECORD RETENTION LIST – ITEMS FOR DESTRUCTION

The Council of the Town of St. Walburg in the Province of Saskatchewan in open meeting enacts to destroy the following documents:

JOURNAL ENTRY LISTINGS FOR GENERAL LEDGER: 2004

BANK STATEMENTS: 2003

TAX EDIT LISTING: 2003

UTILITY RECONCILIATIONS: 2002

UTILITY RECEIPTS JOURNAL: 2002, 2004

UTILITY MONTHLY BILLING RECORDS: 2002, 2004

UTILITY HISTORY LIST: 2004

UTILITY CASH RECEIPTS COPIES: 2002, 2004

GENERAL CORRESPONDENCE FILES: 2004

GENERAL CASH RECEIPTS: 2004

GENERAL RECEIPT JOURNAL: 2004

ACCOUNT PAYABLE CHEQUE STUB RECORDS: 2004

TAX RECEIPTS: 2004

BANK DEPOSIT BOOKS: MAY 2003 – DECEMBER 2004

ACCOUNTS PAYABLE JOURNAL: 2004

TAX PENALTY JOURNAL: 2004


DEPOSITS JOURNAL LISTING: 2003

TAX EDIT LISTING FOR RECEIPTS: 2004

GENERAL LEDGER LISTING REPORT: 2004

This Bylaw shall come into force on the date of final reading.





Mayor, Town of St. Walburg



Administrator, Town of St. Walburg

Read a third time and adopted

this 10 day of Jan, 2012



Administrator

Certified a True Copy



Chief Administrative Officer
Town of St. Walburg, Saskatchewan