

TOWN OF ST. WALBURG COUNCIL

BYLAW NO. 02-2011

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:

TAX REASSESSMENT: 1980

FINANCIAL STATEMENT WORKSHEETS: 2002, 2003

ACCOUNTS PAYABLE PAID VOUCHERS:

Jan 1 – May 31 CHQ # 4540 – 4797: 2000  
May 31 – Sept 26 CHQ #4798-4968: 2000  
Sept 27 – Dec 31 CHQ #4970 – 5164: 2000  
Jan 1 - Apr 8 CHQ #6570 – 6770: 2003  
Apr 9 – July 31 CHQ #6771 – 6985: 2003  
Aug 1 – Nov 15 CHQ #6986 – 7212: 2003  
Nov 16 – Dec 31 CHQ #7213 – 7336: 2003

TAX NOTICES: 2002, 2003

ENHANCED HOUSING PAID VOUCHERS:

Jan 1 – Dec 31 CHQ #325 – 432: 2002  
Jan 1 – Dec 31 CHQ #433 – 553: 2003

DONOR'S CHOICE FILES: 1997 – 2004

SALARY FILES: 1962 – 2000

VOUCHER & CHEQUE COPIES: 2003

TAX JOURNAL: 2003

GENERAL JOURNAL: 2003

DEPOSIT BOOK  
July 31, 2002 – May 1, 2003

UTILITY BILLS: 2003

ACCOUNTS PAYABLE CHEQUE REGISTER: 2003

UTILITY RECONCILIATION: 2003

INVOICE JOURNAL: 2003

UTILITY BILLING: 2003


UTILITY RECEIPTS: 2003


GENERAL RECEIPTS: 2003

TAX RECEIPTS: 2003

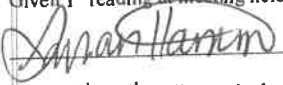
This Bylaw shall come into force on the date of final reading.



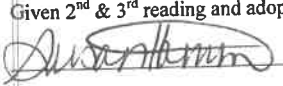
  
Mayor, Town of St. Walburg

  
Administrator, Town of St. Walburg


Given 1<sup>st</sup> reading at meeting held February 22, 2011

, Administrator, Town of St. Walburg

Given 2<sup>nd</sup> & 3<sup>rd</sup> reading and adoption at meeting held February 22, 2011

, Administrator, Town of St. Walburg

**Certified a True Copy**

  
**Chief Administrative Officer**  
**Town of St. Walburg, Saskatchewan**