

TOWN OF ST. WALBURG COUNCIL

BYLAW NO.12-2010

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:

ACCOUNTS PAYABLE PAID VOUCHERS:

1998: Jan 1 – May 12 #3076-3300 and CIBC 09039
May 13 – Aug 31 #3301 – 3494
Sept 1 – Dec 31 #3495 – 3764
1999: Jan 1 – Apr 27 #3765 – 3985
Apr 28 – Aug 31 #3986 – 4226
Sept 1 – Dec 31 #4227 – 4539
2001: Jan 1 – May 15 #5165 – 5368
May 16 – Aug 31 #5369-5634
Sept 1 – Dec 31 #5635 – 5900
2002: Jan 1 – Apr 30 #5901 - 6113
May 1 – July 31 #6114 – 6167
Aug 1 – Nov 1 #6291 – 6446
Nov 1 – Dec 31 #6447 – 6569

2010/511
Dec 29

UTILITY ACCOUNT HISTORY LISTINGS: 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002

RECEIPTS SUMMARY LISTING: 2002

GENERAL RECEIPTS JOURNAL: 2002

GRANT IN LIEU LEVY: 2002

TAX BILLING JOURNAL: 2002

TAX ADJUSTMENTS JOURNAL: 2002

TAX PENALTY JOURNAL: 2002

CASH RECEIPTS JOURNAL: 2002

BOARD REVISION APPEALS: 2002

GENERAL RECEIPTS: 2002 #3560-3867

BANK DEPOSIT BOOKS: July 31, 2001 – July 31, 2002

TAX JOURNAL: 2002

TAX RECEIPTS: 2002 #3925 – 4328

GENERAL LEDGER TRIAL BALANCE: 2002

FINANCIAL STATEMENT WORKSHEETS: 2002

- Revenue and Expense Sheet
- Balance Sheet
- G/L Journal Posting
- Bank Reconciliations
- Journal
- Utility Ledger: 1991, 1992, 1993

Certified a True Copy


Chief Administrative Officer
Town of St. Walburg, Saskatchewan

DUPLICATE CHEQUES: 2002 #5901 – 6568

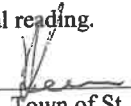
CHEQUE REGISTER: 2002

ACCOUNTS PAYABLE INVOICE JOURNAL: 2002

GENERAL BANK ACCOUNT STATEMENTS – CREDIT UNION: 2002


- Trust Account
- RCMP contract
- Health Loan Reserve
- Rec. Reserve
- Sick day Reserve
- CIBC Bank & G/C

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




Mayor, Town of St. Walburg






Administrator, Town of St. Walburg

Given 1st reading at meeting held December 24/10


_____, Administrator, Town of St. Walburg

Given 2nd & 3rd reading and adoption at meeting held December 29, 2010.


_____, Administrator, Town of St. Walburg