

Records Destruction Schedule Bylaw

Town of St. Walburg

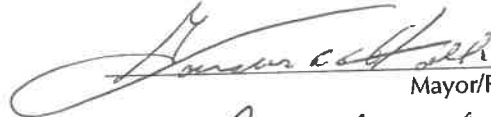
BYLAW NO. 17-2008

A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

The Council of the Town of St. Walburg in the Province of Saskatchewan, enacts as follows:

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Exhibit A" and forming 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/Clerk contact the Saskatchewan Archives Board before the destruction of any records mentioned in section (2) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.

[SEAL]



Mayor/Reeve


Clerk / Administrator

Section 116, The Municipalities Act

Read a third time and adopted
this 9 day of Sept 08

Certified a True Copy


Chief Administrative Officer
Town of St. Walburg, Saskatchewan

RECORD RETENTION LIST - ITEMS FOR DESTRUCTION
BYLAW NO. 17- 2008.

TOWN OF ST. WALBURG - FINANCIAL RECORDS:

UTILITY DUPLICATE RECEIPTS

1989 - Receipts #6360 to #7621
1999 - Receipts #7622 to #8851
2000 - Receipts #8852 to #10082
2001 - Receipts #10083 to #11443

GENERAL DUPLICATE RECEIPTS

1998 - Receipts #2202 to #2608
1999 - Receipts #2609 to #2950
2000 - Receipts #2951 to #3258
2001 - Receipts #3259 to #3559

TAX DUPLICATE RECEIPTS

1998 - Receipts #2353 to #2728
1999 - Receipts #2729 to #3145
2000 - Receipts #3146 to #3539
2001 - Receipts #3540 to #3924

DUPLICATE COPIES OF CHEQUES

1998 - #3076 to #3764
1999 - #3765 to #4539
2000 - #4540 to #5164
2001 - #5165 to #5900

CANCELLED CHEQUES

1998 - #3076 to #3764
- CIBC #9039
1999 - #3765 to #4539
2000 - #4540 to #5164
2001 - #5165 to #5900

DUPLICATE TAX NOTICES

1997 - 1998 - 1999 - 2000 - 2001

AGED TRAIL BALANCES - TAX ROLL

1998 - 1999 - 2000

ASSESSMENT NOTICES - 2001

ASSESSMENT NOTICES FOR PICK-UPS - 1997 & 1998

ASSESSMENT SHEETS

Business Assessment sheets, used 1993
Assessment Sheets used in 1995 & 1996
Assessment Sheets 1980
Assessment Sheets 1998 to 2000; 2001 to 2004

ASSESSMENT ROLL LISTINGS, 1998, 1999, 2000, 2001

GRANT-IN-LIEU LEVY: 1999, 2000, 2001

CHEQUE REGISTERS: 1998, 1999, 2000, 2001

TAX PENALTIES JOURNALS: 1998, 1999, 2000, 2001

CASH RECEIPTS LEDGERS: 1998, 1999, 2000, 2001

UTILITY BILLINGS JOURNALS: 2001 – Feb; May; Aug; Nov.

G.S.T. RETURNS: 1990 to 2001

P.S.T. RETURNS: 1997 to December 2000

TURTLEFORD SCHOOL DIVISION RETURNS: 1997 TO 2000

COMPLETED FINE OPTION FILES: 2002, 2003, 2004

MISCELLANEOUS CORRESPONDENCE FILES: 2002, 2003, 2004

MISCELLANEOUS UTILITY CORRESPONDENCE FILES: 2001

INDIVIDUAL CORRESPONDENCE FILES:

Health Region Files – Placarded Houses, 2001 to 2005

Hudson Bay Route Assoc.: 1995 to 2004

Baillie Bird Survey: 2000: Correspondence & related financial information

Board of Revision Correspondence re Membership: 1997

Community in Bloom: 2002 & 2003

North Transportation Committee: 2001 to 2005

North West SUMA Region: 1997 to 2003

RCMP: 1991 to 2005; correspondence; reports; updates

R.E.D.A – Prairie to Pine: 1996 to 2005

Dog Licences & Complaint letters 2003; 2004

EMO Mutual Aid Area: 1989 to April 2005

Gov't Relation & Aboriginal Affairs: 1998 to 2004

CN Station Operations: 2000 to 2002

Street Banners Info: 1999, 2000

Community Active Program Committee (CAP): 2003, 2004

SaskPower, 1972 to 2005, rates; Christmas lights; lights out notifications

CN Station Gallery Ops, Misc. Correspondence: 1986-2000

ENHANCED HOUSING FILES:

Paid Vouchers, Jan. 1999 to December 31, 1999: #001 to #70

Paid Vouchers, Jan. 2000 to December 31, 2000: #71 to #193

Paid Vouchers, Jan. 2001 to December 31, 2001: #194 to #324

FINANCIAL STATEMENTS: 1999, 2000, 2001



MEDICAL CLINIC FILES:

Paid Invoices, 1997, #1453 to #1459

Paid Invoices, 1998, #1460 to #1503

Paid Invoices, 1999, #1504 to #1640

Paid Invoices, 2000, #1641 to #1781

Paid Invoices, 2001, #1782 to #1922

CHEQUE STUBS & CANCELLED CHEQUES:

1997- #1453 to #1459

1998 - #1460 to #1503

1999 - #1504 to #1640

2000 - #1641 to #1781

2001 - # 1782 to #1922

BANK STATEMENTS:

Account #5003991 – Jan to December 1997

Account # 5003991 - Jan to December 1998

Account # 5003991 – Jan to December 1999

- Jan to December 2000

- Jan to December 2001

Bank Deposit Book #5003991: August 10, 1995 to July 16, 1999
: July 16, 1999 to March 28, 2002

DUPLICATE RECEIPTS:

#97-001 TO #97/004, March 1997 to September 25, 1997

#99-011 to #99-031, Feb. 12, 1999 to December 31, 1999

#2000-01 to 2001- 19, Jan/December 2000

#2001-01 to 2001-23, Jan/December 2001

FINANCIAL STATEMENTS, YEAR-ENDS, GENERAL LEDGERS:
1995 TO 2001

M.C.I.C. BILLINGS SHEETS: 1999, 2000, 2001

MISCELLANEOUS CORRESPONDENCE FILES: 1999 to end 2004

INDIVIDUAL CORRESPONDENCE FILES:

Doctor's House Upgrading: 1987 & 2002

Clinic Facility, Capital & Upgrading: 1981 to 1987

Computer Information, 1994

Physician Recruitment Files, 2003 & 2004

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DUPLICATE TAX CERTIFICATES

#1886 to #233 - February 28, 1996 to September 21, 2000

GENERAL LEDGERS

1993, 1994, 1995, 1996, 1998, 2000, 2001

MONTHLY FINANCIAL STATEMENTS

1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001

GENERAL JOURNALS

1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001

BANK DEPOSIT BOOKS

Credit Union Account #5025201-12 & CIBC Account #81-05510:
November 12 1997 to December 19, 2000

Credit Union Account #5025291-12, December 31, 2000 to
July 26, 2001

BANK STATEMENTS

Credit Union (C.U.) General Bank #5025291-12: 1998; 1999;
2000; 2001

C.U.: Health Trust: #5001409: 1998; 1999; 2000; 2001

C.U.: Health Center Loan Reserve: #5025291-12: 1998; 1999;
2000; 2001

C.U.: Recreation Reserve: #5001482: 1998; 1999; 2000; 2001

C.U.: Bronzing Trust, Plan 24 Savings -05: 5025291-12: 1998;
1999; 2000

C.U.: Sick Day Reserve: #5031885: 1998; 1999; 2000; 2001

C.U.: Capital Trust Fund: #5004460 1998; 1999; 2000; 2001

C.U.: Term - RCMP Contract Funds: #5025291-12: 1998; 1999;
2000; 2001

C.U.: Health Trust #2 (Lodge Shares): #5008123: 1998; 1999;
2000

C.U.: Term: Health Complex Capital Fund: Plan 24 Svgs -05,
#5025291: 1998; 1999; 2000

C.U.: TERM - Water Storage Capital: #502529-1-12: 2001

C.I.B.C.: General Bank & GIC Investment Record: #81-05510:
1998; 1999; 2000; 2001

ACCOUNTS PAYABLE JOURNALS: 1998, 1999, 2000, 2001

CHEQUE REGISTER: 1998, 1999, 2000, 2001

GENERAL RECEIPTS JOURNALS: 1998, 1999, 2000, 2001

RECEIPTS SUMMARY LISTINGS: 1998, 1999, 2000, 2001

UTILITIES CASH RECEIPTS JOURNALS: 1998, 1999, 2000, 2001

TAX ADJUSTMENTS JOURNALS: 1998, 1999, 2000, 2001

TAXES CASH RECEIPTS JOURNALS: 1998, 1999, 2000, 2001

TAX BILLING JOURNALS: 1998, 1999, 2000, 2001