

A BYLAW OF THE RURAL MUNICIPALITY OF FRENCHMAN BUTTE NO. 501 OF THE PROVINCE OF SASKATCHEWAN, DOMINION OF CANADA, RELATING TO THE DESTRUCTION OF RECORDS OF SAID MUNICIPALITY, IN ACCORDANCE WITH SCHEDULE APPROVED BY THE DEPARTMENT OF MUNICIPAL AFFAIRS AS SET OUT IN SECTION 76 OF THE RURAL MUNICIPALITY ACT 1972.

THE COUNCIL OF THE RURAL MUNICIPALITY OF FRENCHMAN BUTTE NO. 501 Province of SASKATCHEWAN, DOMINION OF CANADA, ENACTS THE FOLLOWING SCHEDULE.

SCHEDULE A

Documents and records to be retained permanently:

Annual Financial Statements.  
Bylaws as retained in the minutes.  
Cemetery Records.  
Committee Reports (Contained in Minute Book).  
Journals (General)  
Minute Books.  
Plans (Municipal).  
Tax Sale Records (except where title has been obtained).  
Vital Statistics.  
Aerial Photos.  
Ledgers (General).

SCHEDULE B

Documents and records that may be destroyed after a lapse of a period of Twenty years:

Assessment and tax rolls.  
Ledgers (Subsidiary) twenty years after accounts are closed).

SCHEDULE C:

Documents and records that may be destroyed after ten years.

Cash Payment Books.  
Cash Receipts Books.  
Cheques (cancelled).  
Correspondence (Special- see Footnote.  
Contracts (ten years after performance).  
Deposit Books.  
Duplicate Receipts.  
Road Costs.  
Tax Enforcement Records (ten years after tax title property record is closed).  
Tax Certificates.  
Vouchers (paid)

SCHEDULE D:

Documents and records that may be destroyed after a lapse of six years.

Bank Pass Books or Statements.  
Budgets.  
Correspondence (General)  
Oaths of Office.  
Operator's Time Sheets.  
Roadwork Patrols.  
The Collectors Pink or second Copy of the SHSP Tax Collection Report.  
The Fourth Copy (white) of the SHSP Card.  
Triplicate Copy (pink) of Registration and Receipt Form.

SCHEDULE E:

Documents and Records that may be destroyed after a lapse of three Years.

The triplicate copy in taxpayers file of SHSP card.  
The fourth copy (white) in taxpayers paid file of Registration and Receipt form.

SCHEDULE F:

Documents and Records that may be destroyed after an indefinite time.

Assessment Appeals (as disposed of).  
Assessment Valuation Records (until new assessment in force).  
Bylaws in Bylaw Register (retain while current)  
Building Permits (life of Building)  
Debenture Register (two years after redemption of last debenture)  
Debenture Paid (two years after audit).  
Debenture Coupons (two years after audit)  
Election Forms (governed by Statute)

Financial Statements(monthly)(if not in minutes destroy sfter  
Financiaal Statements(nine Months|(one year). audit)  
Insurance Policies(two years after expiry)  
Inventories (after audit of subsequent inventory).  
Machinery Costs.(until machine is disposed of)  
Saskatchewan Gazette(two years).  
Seed Grain Lien Notes (until paid).  
Seed Grain Delivery Slips (until paid).  
Seed Grain Lien Agreement (until paid).  
Trail Balance (after Audit)  
Voter's List (until completion of subsquent list).

**FOOTNOTE-RE:SPECIAL CORRESPONDENCE:**

Classified correspondence should be segregated into subject matter groups and destroyed after a period of time appling to related subject matter. With respect of classification of correspondence upon which there may be disagreement, the decision of the head of the counciland Secretary\_treasurer of the Municipal Corporation shall be final. They may, however, consult with the Provincial Archivist on all matters of Historical Interest.

**GENERAL:**

The above are minimum periods and the time given for the disposal of any document shall be the time figured from the end of the period covered by the document.

Any Municipal document or record of a kind not described in any of the schedules A,B,C,D,E,or F shall be either retained permanently or destroyed after the lapse of such period of time as is determined in writing by the head of the council and the Seretary\_treasurer of the municipal corporation.

Read three times by unanimous vote, and passed by the Council of the Rural Municipality of Frenchman Butte No. 501, at Paradise Hill, Saskatchewan this 2nd day of November, 1972

Seal

.....J. B. Lane.....  
Reeve  
.....Geo. Mackin.....  
Secretary-Treasurer

Certified A True Copy.

.....J. B. Lane.....  
Reeve  
.....Geo. Mackin.....  
Secretary-Treasurer