

TOWN OF LANGHAM

BYLAW NO. 2010-01

A BYLAW TO PROVIDE FOR THE RETENTION AND DISPOSAL OF DOCUMENTS

THE COUNCIL of the Town of Langham in the Province of Saskatchewan enacts as follows:

- 1) That the Records Retention and Disposal Guide as attached hereto and marked as Schedule “A” form part of this bylaw and be adopted.
- 2) That the Administrator of the Town of Langham is hereby authorized to destroy all applicable documents of the Town in accordance with Schedule “A” of this bylaw.
- 3) That the Administrator shall contact the Saskatchewan Archives Board before destruction of any records mention in Section 2 above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.

INTRODUCED AND READ A FIRST TIME THIS 18th Day of January A.D. 2010

READ A SECOND TIME THIS 18th Day of January A.D. 2010

READ A THIRD TIME AND PASSED THIS 18th Day of January A.D. 2010

MAYOR

ADMINISTRATOR

SEAL