



Records Destruction Schedule Bylaw No. 2015-01
Village of Torquay
A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

The Council of the Village of Torquay, in the Province of Saskatchewan, enacts as follows:

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
2. That the Administrator/CAO of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator/CAO 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.

Mayor Strachan

CAO Deschner

[SEAL]