

**RURAL MUNICIPALITY OF SASMAN NO. 336**

**BYLAW NO. 8 – 2021**

**A BYLAW TO IMPLEMENT A RECORD DESTRUCTION SCHEDULE**

The Council of the RM of Sasman No. 336 in the Province of Saskatchewan enacts bylaw 08-2021 as follows:

This bylaw shall be referred to as the Destruction of Documents.

1. This bylaw may be cited as the “*Record Retention Bylaw*”.
2. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as “Appendix A” and forming part of this bylaw, be adopted.
3. That the administrator of the Municipality or their chosen designate, is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Appendix.
4. That the Administration contact the Saskatchewan Archives Board before the destruction of any records mentioned in section (3) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.
5. Bylaw No. 185-06 dated May 1, 2006 is hereby repealed.

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REEVE

SEAL

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ADMINISTRATOR

Certified a true correct copy of  
Bylaw 8-2021 adopted by resolution  
of Council on the 15<sup>th</sup> day of June, 2021.

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ADMINISTRATOR