

**TOWN OF WILLOW BUNCH
BYLAW NO. 2/2018**

A Bylaw to amend Bylaw No. 214/06 known as the Destruction of Documents Bylaw of the Town of Willow Bunch.

The Council of the Town of Willow Bunch, in the Province of Saskatchewan, enacts to amend Bylaw No. 214/06 as follows:

That the definition of a record be attached hereto as "Exhibit B" and forming part of this bylaw, be adopted.

Exhibit B

Definition:

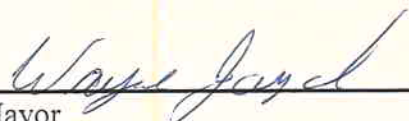
A record is defined by *The Local Authority Freedom of Information and Protection of Privacy Act* as "a record of information in any form and it includes information that is written, photographed, recorded or stored in any manner, but does not include computer programs or other mechanisms that produce records". This retention schedule is applicable to records that fall under the above definition regardless of format including paper, electronic, microfilm, etc.

Certain material has no evidential, fiscal, administrative or historical value and therefore, is not subject to this schedule. It can be destroyed when it is no longer needed without historical review by the Archives. This includes:

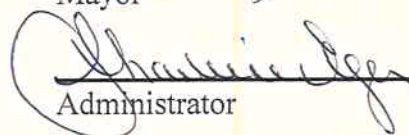
- extra copies created for convenience of reference
- publications i.e. books, magazines, catalogues, etc.
- blank forms
- transitory records, i.e. drafts that do not document significant steps in the development of a document or are summarized or produced in other form

This Bylaw shall come into force and take effect upon third reading and adoption by Council.
Read three times and adopted this 7th day of May, 2018.





Mayor



Administrator