

TOWN OF ITUNA

Bylaw No. 9-2025

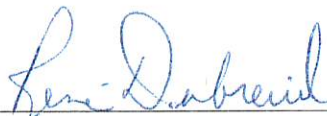
A BYLAW FOR RECORD RETENTION AND THE DESTRUCTION OF DOCUMENTS

The Council of the Town of Ituna in the Province of Saskatchewan enacts as follows:

1. This bylaw shall be known as the "Document Disposal Bylaw".
2. That the Administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with *The Municipalities' Act, the Local Government Elections Act, 2015, The Archives Act, The Planning and Development Act, and The Local Authority Freedom of Information and Privacy Act* as to reflect the minimum length of time to satisfy legal, fiscal and administrative requirements.
3. The Government of Saskatchewan provides a Records Retention and Disposal Guide that may be used as a reference guide for what to keep and when to dispose of documents; but where legislation has changed, the current legislation shall prevail.
4. That the Administrator contacts the Saskatchewan Archives Board before the destruction of any records or documents indicated on the Records Retention and Disposal Guide where the Archives Board has asked for consideration to preserve documents in the Archives.
5. Administration shall prepare a records inventory listing including box identification, titles of records, dates, brief contents description, and volume of records to be considered for destruction.
6. Records stored by electronic means must be rendered permanently irretrievable and unreadable by thoroughly destroying the storage medium if no longer in use; erasing or reformatting a drive does not irreversibly wipe out data.
7. Council shall authorize by resolution the disposal of records slated for destruction and where required, archives will be notified of intent to dispose of records.
8. This bylaw repeals bylaw 8-2006 A Bylaw for the Destruction of Documents

"Seal"



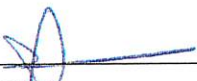


Mayor



Administrator

Read a third time and adopted
this 16 day of December, 2025


Administrator

Certified true copy of Bylaw No. 535/2025
adopted by resolution of Council at
regular meeting held on December 16th 2025

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