

THE CORPORATION OF THE
T O W N O F P E L H A M

BY-LAW #1026 (1985)

Being a by-law to amend By-law #777 (1982),
being a by-law to provide periods of
retention for and to provide for the
destruction of receipts, vouchers,
instruments, rolls and other documents,
records and papers.

WHEREAS Section 116 of the Municipal Act provides for the
establishment of schedules of retention periods during which the receipts,
vouchers, instruments, rolls and other documents, records and papers must be
kept by the municipality or local board;

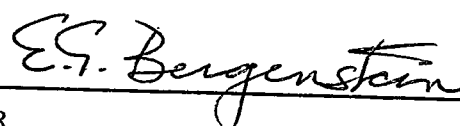
AND WHEREAS the Municipal Act, Section 116 states that a
municipality or a local board thereof, as defined in the Municipal Affairs
Act, except a school board shall not destroy any of its receipts, vouchers,
instruments, rolls or other documents, records and papers except,

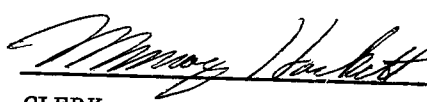
- (a) after having obtained the approval of the Ministry; or,
- (b) in accordance with a by-law passed by the municipality
and approved by the auditor of the municipality establishing
schedules of retention periods during which the receipts,
vouchers, instruments, rolls or other documents, records and
papers must be kept by the municipality or local board.
R.S.O. 1980, Chapter 302, Subsection 116.

NOW THEREFORE THE CORPORATION OF THE TOWN OF PELHAM ENACTS AS
FOLLOWS:

- (1) THAT By-law #777 (1982) be amended by adding the attached
Schedule as Schedule "F", being a schedule for retention periods during which
the receipts, vouchers, instruments, rolls or other documents, records and
papers of the Town of Pelham Public Library Board must be retained.

READ A FIRST, SECOND AND THIRD TIME
AND FINALLY PASSED BY COUNCIL THIS
16th. DAY OF SEPTEMBER, 1985 A.D.


MAYOR


CLERK