

THE CORPORATION OF THE TOWN OF PELHAM

BY-LAW NO. 23

BEING A BY-LAW FOR THE DESTRUCTION OF CERTAIN
RECORDS OF THE CORPORATION.

WHEREAS By the Municipal Act, R.S.O. 1960, Chapter 249,
Section 248, Sub -section (b) the Council is empowered to pass by-
laws for the destruction of receipts, vouchers, instruments, rolls
and other documents, records and papers;

ANDWHEREAS Certain documents of the former Township of Pelham
and Village of Fonthill, peior to the first day of January 1963
are of no further use, and now occupy space which is required for
other purposes;

ANDWHEREAS It is therefore desirable to destroy such docu-
ments;

NOW THEREFORE Be it enacted as a by-law of the Town of Pelham
as follows:

1. The following documents and records of the former Village of
Fonthill, former Township of Pelham, and former Fonthill Public
Utilities Commission, all of which relate to transactions and mat-
ters completed on or before the first day of January 1963, shall
be destroyed:

Daily Cash Reports	Tax receipts
Return tax & Assessment	Assessment appeals
Notices	
Cheque stubs	General Account Invoice vouchers
Copies of licenses	Bank Pass Book
Copies of Requisitions	
and Purchase Orders	Time Distribution Sheets
Rough Payrolls	Rough Minutes
Election Papers	Accountants Working Papers
Copies of estimates	Public Works Contract Forms
Sales Invoices	Correspondence
Paid cheques	Paid debentures and Coupons
Accounts Payable Ledger	Accounts Receivable Ledger
Cards (Subsidiary records)	Cards (Subsidiary records)

2. The destruction of such records and documents shall be ac-
complished by burning the same in the presence of the Clerk and/or
Treasurer, who shall thereafter certify to Council the destruction
of said documents.

3. This by-law shall be effective on receipt of the approval of
the Department of Municipal Affairs.

READ A FIRST AND SECOND TIME THIS 2 DAY OF March , 1970.

READ A THIRD TIME AND FINALLY PASSED THIS 31 DAY OF MARCH , 1970.

John J. ...
MAYOR

John J. ...
CLERK