



# Memorandum

To: Peter Thomas, CAO  
From: Lynn Gair, Administrative Assistant  
Date: January 16, 2020  
Re: Purging of Files and Documents as per Bylaw 87-08 Records Retention and Disposition Bylaw 2018

## 2012

- 2012 BATCH FILES
- FINANCIAL PAPERS (WORKING)
- ACCOUNTS PAYABLE
- FINANCIAL PRINT OUTS (AP, AR, UTILITY BILLS)

A handwritten signature in blue ink, appearing to read "Lynn Gair".

Lynne Gair, Administrative Assistant

A handwritten signature in blue ink, appearing to read "Peter Thomas".

Peter Thomas, CAO