

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #42-2026

Being a by-law to establish schedules of retention and disposition
for all records maintained by the Township of Armour.

WHEREAS Section 254 of the *Municipal Act*, S.O. 2001, as amended, provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection;

AND WHEREAS Section 255 (3) of the *Municipal Act*, S.O. 2001, as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

NOW THEREFORE the Council of The Municipal Corporation of the Township of Armour enacts as follows:

1. DEFINITIONS

“Auditor” means the person or firm appointed by the Council of the Township of Armour from time to time to perform the annual audit of the records of the Township of Armour;

“Clerk” means the Municipal Clerk or their designate(s);

“Destroy” means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists;

“Disposition” with respect to records – means a range of processes; associated actions, implementation, retention, destruction; loss; or transfer of custody or ownership that are documented in disposition authorities or other instruments;

“Files” has the same meaning as “records” and may be used inter-changeably;

“Official Records” means recorded information in any format or medium that documents the company’s business activities, rights, obligations or responsibilities or recorded information that was created, received, distributed or maintained by the company in compliance with a legal obligation;

“Records” means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, architectural drawings, photographs, film, email, machine readable records, and any other documentary material regardless of physical form or characteristics, and including “official records” and “transitory records”;

“Retention Period” means the period of time during which records must be kept by the Township before they may be disposed of;

“Retention Schedule” means a control document that describes the company’s records at a series level, and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values, and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the company’s records;

“Township” means The Municipal Corporation of the Township of Armour;

“Transitory Records” means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Township policy or programs, such as:

- a) Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
- b) Information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
- c) Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
- d) Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
- e) Voice-mail messages;
- f) Email messages and other communications that do not relate to Township business;
- g) Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
- h) Duplicate stocks of obsolete publications, pamphlets or blank forms; and
- i) Unsolicited advertising materials, including brochures, company profiles and price lists.

2. RETENTION SCHEDULE

- a) The records retention schedule attached hereto as Schedule “A”, forms part of this by-law.
- b) The Clerk shall administer this by-law and shall ensure that the retention periods set out in Schedule “A” attached hereto comply with all relevant legal requirements for records retention.

3. EMPLOYEE RESPONSIBILITIES

- a) All Township employees who create, work with or manage records, shall:
 - i. Comply with the retention periods as specified in Schedule “A” attached hereto;
 - ii. Ensure that official records in their custody or control are protected from inadvertent destruction or damage; and
 - iii. Ensure the transitory records in their custody or control are destroyed when they are no longer needed for short-term reference.
- 4. That the Clerk of the Township of Armour is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

5. This by-law rescinds By-law 30-2021.

6. This by-law shall take effect upon its passing

Read in its entirety, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this 14th day of July, 2026.

Original signed by Rod Ward

 Rod Ward, Mayor

Original signed by Charlene Watt

 Charlene Watt, Municipal Clerk

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

SCHEDULE “A” TO BY-LAW NUMBER 42-2026

RECORDS RETENTION SCHEDULE

ADMINISTRATION - A		
CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
A00	ADMINISTRATION – GENERAL Includes administrative records which cannot be classified elsewhere. Use only if no other heading is available.	7 years
A01	ASSOCIATION & ORGANIZATIONS Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as AMCTO, Good Roads, etc. Excludes: Membership Fees - see F01	7 years
A02	STAFF MEETINGS Includes records regarding the activities of staff meetings. Includes agendas and staff activity reports.	7 years
A03	COMPUTER SYSTEMS Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades. Excludes: Acquisitions - see Quotations and Tenders - see F16	Superseded
A04	OFFICE EQUIPMENT AND FURNITURE Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, etc. Excludes: Computer Hardware and Software - see A03 Service Agreements - see L14	Superseded
A05	OFFICE SERVICES Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the interoffice mail system, internal printing and word processing services.	7 years
A06	POLICIES AND PROCEDURES Includes policy and procedure manuals, guidelines and directives.	Superseded
A07	RECORDS DISPOSITION Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Permanent
A08	TELECOMMUNICIATIONS SYSTEMS Includes records regarding all types of telecommunication systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communication systems, 911 emergency systems and CodeRED emergency alert systems. Excludes: Licenses - see P09 Assets - see F06 Agreements - see L14	Superseded
A09	MESSAGE RECORDS Includes phone message notes, departmental diaries and journals.	7 years

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
A10	VENDORS AND SUPPLIERS Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence and bidders information sheets. Excludes: Purchase Orders and Requisitions - see F16 Office Equipment - see A04 Fleet Management - see V01	1 year
A11	ACCESSIBILITY OF RECORDS (FREEDOM OF INFORMATION) Includes documents regarding the municipality's responsibilities under the Freedom of Information and Protection of Privacy Act and records regarding the handling of requests under the Act. Includes: Requests	10 years
A12	SECURITY & VIDEO SURVEILLANCE Includes reports, requests, logs and other records regarding the security of offices/facilities and properties such as control of keys. Video Surveillance is retained for 30 days. Excludes: Vandalism Reports - see P05 Computer Security - see A03	Superseded
A13	FACILITIES CONSTRUCTION AND RENOVATIONS Includes records for the planning and construction of municipal facilities such as fire stations, pools, community centres, and office buildings. Includes site meetings, consultant's reports and cost reports. Also includes architectural and engineering drawings.	Permanent
A14	BUILDING AND PROPERTY MAINTENANCE Includes records regarding the maintenance of the municipality's buildings and properties, garages, libraries, office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning. Excludes: Parks Management - see R04 Recreational Facilities - see R05	7 years
A15	FACILITIES BOOKINGS Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	7 years
A16	ACCESSIBILITY OF SERVICES Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons.	10 years
A17	INFORMATION SYSTEMS PRODUCTION ACTIVITY AND CONTROL Includes records relating to computer system operations and backup tapes. Includes activity logs, system changes, and server access data.	7 years
A18	MPAC - OWNERSHIP CHANGES/TITLE CHANGES Includes email/excel spreadsheet correspondence to MPAC regarding mailing address revisions, civic number updates, property sale notifications that we receive from lawyers, etc.	1 year
A19	NEWSLETTERS (MUNICIPAL) Includes Spring and Fall newsletters by the Township of Armour that are included with the tax billings.	7 years
A20	BUILDING PERMIT REPORTS Includes reports with completed itemized inspections by the CBO and building permit reports that are reviewed by Council and sent to MPAC	25 years
A21	UNIFORMS AND CLOTHING Includes records regarding uniforms and special clothing used by municipal staff members and safety clothing	7 years
A22	BUILDING STRUCTURE SYSTEMS Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, Electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.	Superseded of life of system/asset

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
A23	INTERGOVERNMENTAL RELATIONS Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government. May include regulated reports and studies mandated by other levels of government such as service delivery reviews, co-operative buying requirements, etc.	Superseded of life of system/asset
A24	PRIVACY IMPACT ASSESSMENTS & PRIVACY COMPLIANCE RECORDS Records documenting the assessment, analysis, review, approval, and management of privacy risks associated with the collection, use, disclosure, retention, and disposal of personal information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and related privacy legislation, policies, and standards. Includes Privacy Impact Assessments (PIAs), privacy threshold assessments, privacy reviews, privacy compliance analyses, risk assessments, recommendations, mitigation plans, approvals, updates, revisions, and related supporting documentation maintained as official records.	Superseded + 7 years

COUNCIL - C

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
C00	COUNCIL, BOARDS AND BY-LAWS - GENERAL Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	7 years
C01	BY-LAWS Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Excludes: Background information - file by subject	Permanent
C02	COUNCIL AGENDA Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	7 years
C03	COUNCIL MINUTES Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and guest sign in sheets.	Permanent
C04	CLOSED MEETINGS Includes notes from Closed Council sessions and meeting minutes.	Permanent
C05	COUNCIL COMMITTEE AGENDA & MINUTES Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation. Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.	Permanent
C06	CLERK'S CORRESPONDENCE - COUNCIL Includes correspondence from the Clerk's files relating to Council and Township of Armour's activities.	7 years
C07	RESOLUTIONS Includes final signed versions of resolutions and motions of Council. Also includes rough notes from resolutions of Council.	Permanent
C08	REPORTS TO COUNCIL Includes all reports to Council. (reports in agenda packages form part of the permanent record)	7 years
C09	APPOINTMENTS TO BOARDS AND COMMITTEES Includes records regarding appointments by Council of staff and council members.	7 years
C10	ELECTIONS Includes returned notices, lists of officials, voters' list, nominations, election results, preliminary votes lists. Includes advertising.	As per Elections Act
C11	ELECTIONS - COUNCILLORS & CANDIDATES Includes financial forms, nomination records and oaths taken by council members.	Permanent
C12	GOALS AND OBJECTIVES Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the housing and growth.	10 years

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
C13	SHARED SERVICES Includes records concerning shared services and TRI Council such as agendas, meeting minutes, resolutions as well as working notes.	Permanent
C14	ACCOUNTABILITY, TRANSPARENCY & GOVERNANCE Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives., registry of lobbyists, etc.	10 years

DEVELOPMENT AND PLANNING - D

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
D00	DEVELOPMENT AND PLANNING - GENERAL Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	7 years
D01	DEMOGRAPHIC STUDIES Includes records regarding trends in population growth, census reports and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. Excludes: Vital Statistics - see L12	6 months
D02	ECONOMIC DEVELOPMENT/COMMUNITY IMPROVEMENT Includes records regarding the growth of the economy. Includes studies, statistics, projections, community development programs. Examples include neighbourhood improvement programs, BIA, etc. Excludes: Demographic Studies - see D01 Residential Development - see D04 Tourism Development - see D06 Industrial/Commercial Development - see D20	Permanent
D03	ENVIRONMENT PLANNING Includes records regarding general types of environmental studies with a long range planning emphasis, such as flood control planning, lake capacity studies, pollution prevention, waste management planning, invasive species, site condition reports, parks and open spaces planning and waste management planning.	Permanent
D04	RESIDENTIAL DEVELOPMENT Includes records regarding the availability of housing, general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Permanent
D05	NATURAL RESOURCES Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information.	Permanent
D06	TOURISM DEVELOPMENT Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	Permanent
D07	CONDOMINIUM PLANS Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, correspondence, written comments, working notes background information and applications.	Permanent
D08	OFFICIAL PLANS Includes the official plan and amendments to the official plan, background reports, notes and research. Also includes secondary plans and amendments, containing detailing objectives and policies concerning the planning, development and specific redevelopment.	Permanent
D09	OFFICIAL PLAN AMENDMENT APPLICATIONS Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.	Permanent
D10	CONSENTS Includes records regarding the granting of severances to parcels of land including application for severance.	Permanent

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
D12	COMPREHENSIVE ZONING BY-LAW Includes records and standards regarding the designation of zones for land use planning purposes.	Permanent
D13	ZONING BY-LAW AMENDMENTS APPLICATIONS Includes records regarding the granting of amendments to the zoning by-law.	Permanent
D14	MINOR VARIANCES Includes records related to the granting of minor variance to the zoning by-law by the committee of adjustment.	Permanent
D15	EASEMENTS Includes all records on Rights of Way and Easements concerning municipal ownership of private lands. Excludes: Original Agreements - see L04	Permanent
D16	ENCROACHMENTS Includes all records regarding private properties encroaching on municipal lands. Also includes surveys and any other related documentation. Excludes: Original Agreements - see L04 Original Encroachment By-laws - see C01	Permanent
D17	ANNEXATION/AMALGAMATION Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on district restructuring.	Permanent
D18	MUNICIPAL ADDRESSING / CIVIC # Includes records regarding requests for and assignment of new subdivision, road dedications and other street names and numbers. May include correspondence, reports, drawing and copies of related by-laws.	Permanent
D19	REFERENCE PLANS Includes Registered Deposit Plans (RP), site plans, property survey plans as received from Registry Office. May include correspondence.	Permanent
D20	INDUSTRIAL/COMMERCIAL DEVELOPMENT Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.	Permanent
D21	DIGITAL MAPPING - CGIS Includes all records used to produce maps and updates in a digital format.	10 years
D22	SITE PLAN AGREEMENTS Includes all records regarding site plan agreements	Permanent
D23	SHORE ROAD/ROAD ALLOWANCES Includes all records regarding the sale or granting of municipal shore road or road allowances	Permanent
D24	TRANSCANADA PIPELINES Includes all records and correspondence relating to TransCanada Pipelines	Permanent
D25	CN RAIL Includes all records and correspondence relating to railways.	Permanent
D26	HAZARD LANDS Includes records regarding flood plains, slope stability, leda clay and karst.	Permanent
D27	SUBDIVISION PLANS & AGREEMENTS Includes records regarding the pre consultation and the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval.	Permanent
D28	DEEMING PROCESS Includes records regarding applications and background material for Deeming By law applications, including Council decisions, by laws, correspondence, etc. A Deeming By law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	Permanent

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
E00	WASTE MANAGEMENT - GENERAL Includes all general correspondence and records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	7 years
E01	TRI-R COMMITTEE MEETINGS Includes agendas, minutes, resolutions and meeting notes.	Permanent
E02	TRI-R STAFF REPORTS Includes all staff reports regarding landfill matters.	7 years
E03	BLUE BOX CONTRACTS - FUNDING Applications and supporting documents.	7 years
E04	RECYCLING Includes inventory and production records and recycle rebates on sold material.	7 years
E05	CONTAMINATED SOIL Includes all records, tests and correspondence regarding contaminated soil at the landfill.	Permanent
E06	TRI-R INVOICING Includes all invoices and payment details for tipping fees that are charged by the landfill administrator.	7 years
E07	TRI-R SITE MONITORING / WASTE MANAGEMENT Includes the consulting, monitoring, surveys, and annual reports to MOECC. Includes records regarding the collection and disposal of waste.	Permanent
E08	EMPLOYEE SITE REPORTS AND LOGS Includes all site reports and daily logs from the landfill site.	7 years
E09	WASTE MANAGEMENT - PROPERTY FILE Includes all building permits, project notes, MOECC ECA Applications, MOECC ECA Approvals, documents and related correspondence.	Permanent
E10	WATER WORKS Includes records regarding the design, construction and maintenance of water pipelines and related facilities and equipment supplied by the Village of Burk's Falls.	Permanent
E11	PITS AND QUARRIES Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer's reports, assessments, general specification, correspondence and licenses/permits.	Permanent
E12	SEWAGE DISPOSAL Includes all records regarding North Bay Mattawa Conservation Authority sanitary sewers and septic systems and records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems under municipal authority. Also includes reviews and Planning Act consent proposals. Excludes: Septic Permits - see Specific Tax Roll File	Permanent
E13	NEAR NORTH LABS Includes municipality requested water quality tests for municipal facilities, correspondence, management reviews and corrective action requests. Includes: Katrine Community Centre	10 years
E14	WASTE MANAGEMENT - WATER SAMPLING & MONITORING (LANDFILL SITE) Includes operational checks, monthly microbiological sampling and testing, chain of custodies, and report of analysis. Includes records regarding the routine monitoring of water quality, water quantity, annual reports, and chemical samples.	Permanent
E15	ENERGY MANAGEMENT Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and green house gas emissions.	10 years

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
E16	NATURAL HERITAGE Includes records regarding greenlands and municipal forests. Also includes records relating to the management and preservation of parks and beaches.	10 years
E17	RENEWABLE ENERGY Includes correspondence, data, applications, monitoring, reports/studies regarding renewable energy facilities, powered and renewed by natural processes (solar, wind, and such other energy sources as may be prescribed by senior governments, etc) and their environmental and public health concerns and impact. Includes records for Northland Power for Solar East & West in Armour.	Permanent
E18	CONTAMINATED SITES Includes site records and information on properties within the municipality with contaminated soil/sites.	Permanent
E19	MINISTRY OF ENVIRONMENT Includes records and correspondence relating to the Ministry of Environment and impacting the Township of Armour.	Permanent
E20	STORM SEWERS & STORMWATER MANAGEMENT Includes records regarding the design, construction and maintenance of storm sewers/stormwater management plans that carry off municipal drainage water.	Permanent
E21	LAKE WATER MONITORING Includes records, water monitoring grant applications, water quality for source water protection purposes, water taking logs, compliance inspection reports, data request items, operational checks, report of analysis and phosphorous content records.	10 years
E22	UTILITIES Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, internet, water mains etc.	25 years

FINANCE AND ACCOUNTING - F		
CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
F00	FINANCE AND ACCOUNTING - GENERAL Includes records regarding finance and accounting which cannot be classified elsewhere. Also includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR. Use only if no other heading is available.	7 years
F01	ACCOUNTS PAYABLE Includes records documenting funds payable by the municipality, such as paid invoices, cheque stubs, rebates, levies payable, payment register reports, online banking payments & EFT payments. Includes all employee and Council expenses including travel and meeting expense statements and all receipts submitted by employees or Council and Committee memebbers to substantiate their claims. May include credit card information. Excludes: Cancelled Cheques - see F04	7 years
F02	ACCOUNTS RECEIVABLE Includes records documenting funds owing to the municipality, such as invoices and billing listings. Includes correspondence related to tax collection and supporting documentation. Excludes: Write-offs - see F21 Tax Assessments, Rolls and Tax Arrears - see F20	7 years
F03	AUDITS Includes records regarding internal and external financial audits of accounts. Excludes: Audited Financial Statements - see F08	7 years

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
F04	BANKING & CHEQUES Includes records regarding banking transactions and relationships with banks. Includes bank statements and reconciliations and deposit records. Includes all cancelled cheques issued, NSF cheques and bank statements.	7 years
F05	BUDGETS AND ESTIMATES Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	7 years
F06	ASSETS Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization and disposal.	Permanent
F07	DEBENTURES AND BONDS Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance as well as all records of payments made to investors.	7 years
F08	FINANCIAL STATEMENTS Includes the Balance Sheet, Income Statement, Annual Financial Reports, Statement of Source and Application of Funds. Also includes audited financial statements. Includes: FIR & MPMP Excludes: All working notes, calculations and background documentation - see F23	Permanent
F09	GRANTS AND LOANS Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies. Also includes submissions, acknowledgements, and reports such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc.	7 years
F10	INVESTMENTS Includes records regarding the municipality's investments, term deposits and promissory notes.	7 years
F11	JOURNAL VOUCHERS Includes completed input forms and all background documentation used to substantiate journal entries.	7 years
F12	SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS Includes all subsidiary ledgers, registers, cash books and Receipt Journals, Tax Logs, Cheque Registers and Debenture Registers. Excludes: Documents and vouchers used to support entries - see F11	7 years
F13	GENERAL LEDGERS AND JOURNALS Includes all records in the Books of Original Entry.	Permanent
F14	PAYROLL Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, OMERS, EHT, source deductions, T4 Slips, payroll registers, remuneration records and Statistics Canada reports. Includes annual earning summaries for municipal employees. Also includes honoraria and fees to Council.	7 years
F15	QUOTATIONS AND TENDERS - UNSUCCESSFUL Includes unsuccessful records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, and all documentation regarding the selection process.	7 years
F16	QUOTATIONS AND TENDERS - SUCCESSFUL Includes successful records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, and all documentation regarding the process.	7 years upon completion
F17	RECEIPTS Includes General and Tax Receipts issued for payment of items.	7 years
F18	RESERVE FUNDS Includes records documenting obligatory and or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects and information systems.	7 years

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
F19	REVENUES Includes records regarding the generation of revenues other than taxes such as development charges. Excludes: Accounts Receivable - see F02	7 years
F20	TAX ROLLS AND RECORDS Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards, MPAC correspondence, property owner correspondence, and tax collector's rolls.	Permanent
F21	WRITE-OFFS Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: Accounts Receivable - see F02	7 years
F22	TRUST FUNDS Includes records regarding funds established by the municipality for money held in trust.	7 years
F23	WORKING PAPERS Includes all working notes, calculations and background documentation used to calculate financial statements.	7 years
F24	FINANCIAL CORRESPONDENCE Includes miscellaneous correspondence applicable to the Treasury Department.	7 years
F25	ASSESSMENT REVIEW BOARD Includes records relating to Requests for Reconsideration, Tax Credit Records, Assessment Review Board decisions, etc.	Permanent
F26	TAX BILLINGS Includes records relating to the billing of property taxes, including assessment downloads from MPAC, supplemental, interim and final billings, property assessment data files and Munisoft or software documentation.	10 years
F27	PROPERTY TAX CREDIT/SUBSIDIES Includes application and records relating to credits and tax relief to help low income property owners in property tax payments.	7 years
F28	RECORD OF EARNINGS Includes annual earning summaries for municipal employees	7 years
F29	SCHOOL BOARD & EDUCATION LEVIES Includes files on annual school board and education levies paid by the Township of Armour	7 years
F30	PRE-AUTHORIZED PAYMENTS Includes administration of automatic payment plans.	Expiry/Termination + 2 years

HUMAN RESOURCES - H		
CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
H00	HUMAN RESOURCES - GENERAL Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	7 years
H01	ATTENDANCE AND SCHEDULING Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, sick leave etc. Excludes: Individual Time Sheets - see F14	7 years
H02	BENEFITS Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information.	7 years

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
H03	EMPLOYEE RECORDS Includes records regarding the employment history of municipal employees. Includes initiation resumes and applications, criminal background checks, performance evaluations, correspondence with the employee, training certificate copies, medical records, recognition, general employee investigations and employee assistance. Includes full time, part-time, student employees and volunteers.	Permanent
H04	HEALTH AND SAFETY Includes records regarding the occupational health and safety of staff. Includes accident reports, WSIB reports and information on health and safety programs for staff.	Permanent
H05	JOB DESCRIPTIONS Includes job descriptions and specifications as well as background information used in their preparation or amendment.	7 years
H06	LABOUR RELATIONS - EMPLOYMENT MANAGEMENT Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes: Collective Agreement - see L04	Permanent
H07	ORGANIZATION Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	Permanent
H08	SALARY PLANNING, PAY EQUITY & SUCCESSION PLANNING Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity. Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, volunteer plans, employee information reporting and related records.	Permanent
H09	PENSION RECORDS - OMERS Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records Excludes: Deductions for pensions - see F14 Payments made to OMERS - see F14	Permanent
H10	RECRUITMENT Includes records regarding the recruitment of staff. Includes internal and external job postings, copies of advertisements, interview records and unsuccessful applications.	7 years
H11	TRAINING AND DEVELOPMENT Includes records regarding courses offered to employees and information on career and professional development programs. Also includes orientation materials.	located within the employee file within the department
H12	CLAIMS Includes records regarding claims to WSIB or Insurance carriers for lost time incidents, accidents, STD or LTD.	Permanent
H13	GRIEVANCES / HARASSMENT / VIOLENCE Includes records detailing with grievance, harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the complaint, investigation, reports and final resolution.	Permanent
H14	DISABILITY MANAGEMENT - AODA Includes all records related to AODA, accessibility standards, complying with standards, municipal accessibility and Human Rights Code.	Permanent
H15	CPI Includes records and historical documentation regarding the Consumer Price Index	7 years
H16	JOB POSTINGS Includes notice of advertised job descriptions, resumes received, rating sheets, interview questions and candidate answers, rejection letters, etc.	7 years

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
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LEGAL AFFAIRS - L

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
L00	LEGAL AFFAIRS - GENERAL Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	Permanent
L01	APPEALS AND HEARINGS Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also includes orders issued by Ontario Land Tribunal (OLT) , regulatory bodies and boards. Excludes: Litigation - see L02 or L03	Permanent
L02	CLAIMS AGAINST THE MUNICIPALITY Includes all litigation made by other parties against the municipality.	Permanent
L03	CLAIMS BY THE MUNICIPALITY / PROSECUTIONS Includes all litigation made against other parties by the municipality. Includes insurance claims and by-law enforcement and prosecutions. Includes records regarding prosecutions to enforce by-law and federal and provincial legislation. Includes registers of court activity including POA (trial) dockets, Fail To Respond dockets and Walk In Guilty dockets detailing case dispositions (completed dockets). Includes records of court proceedings and records relating to exhibit dispositions. Includes disclosure information. Also includes statistics on court activities and disposition of fines.	Permanent
L04	CONTRACTS AND AGREEMENTS - UNDER BY-LAW Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, original agreements, collective agreements, and third party agreements. Also includes agreements regarding easements, encroachments, area way, laneways and municipal property rentals. Excludes: Office Equipment Maintenance Agreements - see L14 Contracts regarding Land Sales - see L07 Successful Tenders - see F16 Insurance Policies - see L06	Permanent or Superseded
L05	INSURANCE APPRAISALS Includes appraisals of municipal property for insurance purposes.	7 years
L06	INSURANCE POLICIES Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. Excludes: Employee Group Insurance - see H02 Third Party Contracts - see L04	7 years
L07	LAND ACQUISITION AND SALE Includes records regarding real estate transactions and conveyance of land whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals.	Permanent
L08	OPINIONS AND BRIEFS Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Permanent
L09	PRECEDENTS Includes records regarding judgments and decisions which may impact the municipality's position in actual or potential legal matters.	Permanent
L10	FEDERAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which impacts or of interest to the municipality.	Superseded
L11	PROVINCIAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which impacts or are of interest to the municipality	Superseded
L12	VITAL STATISTICS Includes registers of births, deaths and marriages within the municipality	Permanent

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
L13	MOE LICENCES, PERMITS & COMPLIANCE APPROVALS All licences, permits and compliance approvals issued by the Ministry of Environment and the Ministry of Natural Resources, including HWIN and manifests. Excludes: Pits and Quarries - see E11	Permanent
L14	CONTRACTS AND AGREEMENTS - SIMPLE Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease and purchase agreements	Termination of Contract + 2 years
L15	PICKEREL LAKE LODGE RECOVERY CENTRE Includes all correspondence, submissions, OMB records and information related to the property	Permanent
L16	ONTARIO LAND TRIBUNAL / LOCAL PLANNING APPEAL TRIBUNAL / ONTARIO MUNICIPAL BOARD Planning appeals applicable to a specific property or file	Permanent

MEDIA AND PUBLIC RELATIONS - M		
CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
M00	MEDIA AND PUBLIC RELATIONS - GENERAL Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	7 years
M01	ADVERTISING / NEWS RELEASES Includes records regarding public advertising in magazines, newspapers, radio, television and transit. Excludes: Recruitment - see H10 / Elections - see C10	7 years
M02	CEREMONIES AND EVENTS Includes records regarding participation in special events, openings and anniversaries such as Remembrance Day, Winter Carnivals, Heritage Festival and Fall Fairs. Also includes records regarding the set up and running of special events.	7 years
M03	COMPLAINTS, COMMENDATIONS & PETITIONS Includes records regarding commendations, requests for information, petitions and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letter. Excludes: Accessibility of Records (FOI) - see A11	7 years
M04	NEWS CLIPPINGS Includes clippings from newspapers, information from journals and other printed media.	7 years
M05	SPEECHES AND PRESENTATIONS Includes background notes and final versions of speeches, presentations and news conference given by elected and non elected officials.	7 years
M06	WEBSITE AND SOCIAL MEDIA CONTENT Includes snapshots of website content and copies of municipal webpages for public use.	7 years

PROTECTION AND ENFORCEMENT SERVICES - P		
CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
P00	PROTECTION AND ENFORCEMENT SERVICES - GENERAL Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	7 years
P01	BY-LAW ENFORCEMENT Includes records of municipal efforts to enforce by-laws such as order to comply, stop work order, working notes, correspondence, exhibits, photographs, etc. Excludes: Prosecution and claims by the municipality - see L03	Permanent

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
P02	OCCURRENCE LOGS - CBO Logs maintained by the Chief Building Official	7 years
P03	EMERGENCY PLANNING Includes records regarding the planning and rehearsal of emergency measures.	7 years
P04	HAZARDOUS MATERIALS Includes information and reports on chemical and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects. May include HAZMAT information. Excludes: Staff Safety Training - see H04	Permanent
P05	INCIDENT/ACCIDENT REPORTS Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: Security - see A12 Accidents of Staff - see H04 Vehicle Accidents - see L02 or L03	7 years
P06	BUILDING AND STRUCTURAL INSPECTIONS Includes inspection reports such as building, plumbing, fire prevention and other structural inspections. Excludes: By-law Enforcement - see P01 Playground Equipment - see R04	Permanent
P07	HEALTH INSPECTIONS Includes health inspection reports conducted or performed by Health & Safety Committee on private, public and commercial properties and Fire Marshall's inspections.	Superseded
P08	INVESTIGATIONS Includes records and reports of investigation pertaining to law enforcement (OPP), traffic accidents, ambulance and fire fighting activities.	Permanent
P09	LICENCES Includes records regarding licences administered by or required by the municipality or required by the province, such as licensing for dog kennels, dogs, businesses, lotteries, and trailers.	7 years
P10	BUILDING PERMITS / CLOUD PERMIT Included permits issued to builders, contractors and residents giving them permission to build, renovate or demolish. Original permits to be filed with the tax roll file. Plans/Drawings may be filed separately with Code P10.	Permanent
P11	PERMITS, OTHER Includes applications and copies of other permits administered by or required by the municipality or issued by other government bodies within the municipality as well as permits issued giving permission to hold special events, transport oversize loads, erect signs, etc.	7 years
P12	COMMUNITY PROTECTION PROGRAMS Includes records on community protection and crime prevention such as Community Policing, Victim Services, Community Well-Being Plans, Neighbourhood Watch and Block Parents.	7 years
P13	EMERGENCY SERVICES Includes records regarding land ambulance, fire and rescue services.	7 years
P14	EMS INCIDENT, ACCIDENT, STATISTICS REPORTS Records associated with EMS incident, accident and statistical reporting.	7 years
P15	MUNICIPAL EMERGENCY RESPONSE Records of response issued by the municipal, provincial or federal government associated with non-declared and declared emergencies. Records may include incident reports, status reports, situation reports, action plans, position logs, maps, resource requests and tracking, and event and status boards. Records of particularly significant community emergencies such as infectious diseases, natural disasters and environmental emergencies may be selected for Permanent or P* Archival retention.	25 years

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
P16	ADMINISTRATIVE MONETARY PENALTY SYSTEM (AMPS) Includes records of issued penalty notices, submitted AMPS review forms, appeals, reports, correspondence and decisions by Screening Officer and Hearing Officer.	7 years
P17	LIVE STOCK EVALUATION / ANIMAL CONTROL / WEED INSPECTOR Includes records regarding the control of household pets, strays, livestock, wildlife and livestock evaluation reports, distrained animals and OPSCA pound animal records. Also includes weed control records relating to the control of weeds, for aesthetic and safety reasons and to protect the land's native biodiversity from invasive plant species. Methods of weed control may include fire, spraying, uprooting, and mowing. Includes weed complaints, destruction work orders, MOE/MNR approvals and charges for failure to control weeds in compliance with regulations and legislation.	7 years

RECREATION AND CULTURE - R		
CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
R00	RECREATION AND CULTURE - GENERAL Includes records regarding recreation and cultural services, which cannot be classified elsewhere. Use only if no other heading is available.	7 years
R01	HERITAGE PRESERVATION Includes records regarding heritage and historical development, photographs, includes designations of buildings, districts, and cemeteries.	Permanent
R02	LIBRARY SERVICES Includes records regarding the operation of libraries.	7 years
R03	MUSEUM AND ARCHIVAL SERVICES Includes historical society documents, museum programming, activity reports, archival operations, conservation information and related records.	7 years
R04	PARKS MANAGEMENT Includes correspondence, description, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. May include maps and plans. **** Also includes information dealing with maintenance of playground equipment.	7 years ****Playground equipment maintenance records are retained Permanently.
R05	RECREATIONAL FACILITIES Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres. Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	10 years
R06	KATRINE COMMUNITY CENTRE / SENIORS CLUB Includes correspondence, applications, general information, reports, and related records to the property. Excludes: Water Samples - see E13 Ceremonies and Events - see M02	10 years
R07	BERRIEDALE COMMUNITY CENTRE Includes correspondence, applications, general information, reports, and related records to the property.	10 years
R08	12 - THREE MILE LAKE ROAD PROPERTY Includes correspondence, applications, general information, reports, and related records to the property.	10 years
R09	CHETWYND COMMUNITY CENTRE Includes correspondence, applications, general information, reports, and related records to the property.	10 years
R10	PUBLIC BEACHES/WATER ACCESS Includes correspondence, applications, general information, reports, and related records to the property.	10 years

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
R11	RECREATIONAL PROGRAMMING Includes applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	7 years
R12	COMMUNITY AND SOCIAL ASSISTANCE PROGRAMS Includes general program information regarding assistance programs and support available to residents and the homeless within the municipality. Includes municipal housing plans, community bussing, etc.	25 years

SOCIAL AND HEALTH CARE SERVICES - S

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
S00	SOCIAL AND HEALTH CARE SERVICES - GENERAL Includes records regarding social and health care services which cannot be classified elsewhere. Use only if no other heading is available.	7 years
S01	ALMAGUIN HIGHLANDS HEALTHCARE CENTRE Includes correspondence, applications, general information, reports, and related records to the local healthcare facility.	7 years
S03	CEMETERY RECORDS Includes burial permits, maps, plot ownership records, interment registers, indexes, cemetery board documentation and related records to the property and management.	Permanent
S04	PUBLIC HEALTH Includes records regarding public health programs such as health and safety education, school health programs, infection control, family planning and disease control including immunization.	Superseded
S05	SOCIAL AND HEALTH CARE PLANNING AND MANAGEMENT Includes records related to social, health care and coordinated care initiatives planning, process definition, and program monitoring and evaluation. Includes records related to research, action plans, governance, evaluations, statistical information, and action plans. Includes records related to Long Term Care facility capacity and service planning and copies of records required for reporting purposes. Also includes program marketing plans and presentations. Includes documents from Muskoka Algonquin Healthcare, Hospitals and Eastholme Home for the Aged.	7 years

TRANSPORTATION SERVICES - T

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
T00	TRANSPORTATION SERVICES - GENERAL Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	7 years
T01	PARKING Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, and employee parking.	7 years
T02	PUBLIC TRANSIT Includes records regarding public transit including project records, route administration and planning, fares, etc.	7 years
T03	ROAD CONSTRUCTION Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, bridges, road study, etc. Excludes: Design and Planning - see T04 Minor improvements, road maintenance - see T05	Permanent
T04	ROAD DESIGN AND PLANNING Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs, sidewalks, cycle ways, footpaths, etc. Includes MTO and Highway 11 expansion records.	Permanent

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
T05	ROAD MAINTENANCE Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to road surfaces, curbs and sidewalks, cycle ways, footpaths, etc. Also includes grading, ploughing and sanding of roads and snow removal and cleaning.	7 years
T06	ROAD COMPLAINTS Includes records and reports regarding road complaints.	7 years
T07	SIGNS AND SIGNALS Includes records and studies regarding the manufacture and installation of signs and signals.	Permanent
T08	TRAFFIC Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, traffic counts, accident statistics and related records. Also includes temporary road closure notices.	7 years
T09	BRIDGES Includes estimates, studies and other records regarding projects specifically for bridge construction, repairs, maintenance and replacement.	Permanent
T10	PROUDFOOT BRIDGE/ROAD Includes records regarding the road/bridge that is shared between the Township of Armour and the Town of Kearney.	Permanent
T11	CVOR (Ministry of Transportation) Includes records and documentation regarding commercial vehicle operators registration. Includes level 1 (Public) and Level 2 (Carrier).	10 years
T12	DRIVER'S ABSTRACTS Includes records and documentation regarding driver's abstracts.	7 years
T13	DRIVER'S LOG BOOKS Includes driver's log books and related documentation	7 years
T14	ROADS DEPARTMENT CORRESPONDENCE Includes general correspondence relating to the Roads Department.	7 years
T15	UTILITY LOCATES Includes records and documentation regarding utility locate requests.	1 year
T16	WEATHER REPORTS Radar returns and internet based weather reports for road maintenance purposes.	7 years
T17	ENTRANCE PERMITS Includes road access, operational coordination, safety regulations.	Permanent

VEHICLES AND EQUIPMENT - V		
CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
V00	VEHICLES AND EQUIPMENT - GENERAL Includes records regarding vehicle and equipment which cannot be classified elsewhere. Use only if no other heading is available.	7 years
V01	FLEET MANAGEMENT Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, vehicle maintenance, registration and disposal. Excludes: Insurance policies - see L06 Accident claims - see L02, L03 Leases/Contracts - see L14	Termination of lease/disposition of vehicle + 1 year
V02	MOBILE EQUIPMENT Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow blowers, sanders, etc.	Disposition of equipment + 1 year
V03	TRANSPORTABLE EQUIPMENT Includes records regarding transportable equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	Disposition of equipment + 1 year

CLASSIFICATION CODE	SECONDARY HEADING & NOTES	RECORDS RETENTION
V04	PROTECTIVE EQUIPMENT Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc.	Disposition of equipment + 1 year
V05	VEHICLE INSPECTION REPORTS - NO DEFICIENCIES Includes all records regarding vehicle inspection reports with no deficiencies.	7 years
V06	VEHICLE INSPECTION REPORTS - DEFICIENCIES Includes all records regarding vehicle inspection reports with deficiencies.	7 years
V07	PATROL RECORDS Includes records and documentation relating to road patrols within the Township of Armour.	7 years
V08	TRUCK HIRE REPORTS Includes records and related correspondence regarding the hiring of vehicles and contractors to assist the Roads Department.	7 years
V09	ANCILLARY EQUIPMENT Includes records regarding fixed equipment, which is non vehicle and non office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as dishwashers, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences and history records. Includes setup tests and manuals.	Disposition of equipment + 1 year (set up tests: until superseded)