

Loreto Sisters

Storage and Retention of Records Standard 1

Type of Record / File	Where to Store	Retention Period
List of those vetted	Fireproof filing cabinet in the LSR's office	20 years
Evidence of concerns raised through whistle-blowing and actions taken	Fireproof filing cabinet in the LSR's office	20 years
Evidence of complaints made through complaints process and how they have been dealt with	Fireproof filing cabinet in the LSR's office	20 years
Records of checks completed on external groups using Church property	Fireproof filing cabinet in the LSR's office	20 years
Evidence of when celebrets / letters of good standing from visiting clergy or religious have been checked	Fireproof filing cabinet in the LSR's office	20 years



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