

Loreto Sisters

Storage and Retention of Records Standard 3

Type of Record / File	Where to Store	Retention Period
Dates of meetings held with the complainant by support person	Fireproof filing cabinet in the province office	100 years
Any third party information	Fireproof filing cabinet in the province office	100 years
Notes of any requests for support or relevant safeguarding concerns made to the support person by the complainant	Fireproof filing cabinet in the province office	100 years



August 2017