

Loreto Sisters

Storage and Retention of Records Standard 2

Type of Record / File	Where to Store	Retention Period
Completed child protection referral forms	Fireproof filing cabinet in the province office	100 years
Completed case summary information sheets	Fireproof filing cabinet in the province office	100 years
Chronology of allegations	Fireproof filing cabinet in the province office	100 years
Assessment reports	Fireproof filing cabinet in the province office	100 years
Dates of meetings held with complainant by support person	Fireproof filing cabinet in the province office	100 years
Dates of meetings held by advisor with respondent	Fireproof filing cabinet in the province office	100 years
Any correspondence relating to the case	Fireproof filing cabinet in the province office	100 years
Any third-party information	Fireproof filing cabinet in the province office	100 years
Case record narrative	Fireproof filing cabinet in the province office	100 years
Notes of any requests for support or relevant safeguarding concerns made to support person by complainant	Fireproof filing cabinet in the province office	100 years
Notes of any requests for support or relevant safeguarding concerns made to advisor by respondent	Fireproof filing cabinet in the province office	100 years
Minutes of liaison meetings with statutory authorities	Fireproof filing cabinet in the province office	100 years

