

Loreto Sisters

Storage and Retention of Records Standard 1

Type of Record / File	Where to Store	Retention Period
Recruitment data of those successful	Fireproof filing cabinet in the LSR's office	All documents, apart from the verification form, are to be destroyed 6 months after ministry ends. The verification form is kept in perpetuity
Recruitment data of those unsuccessful	Fireproof filing cabinet in the LSR's office	All documents, apart from the verification form, are to be destroyed 6 months after the application is received. The verification form is kept in perpetuity
Attendance lists/sign-in and sign-out records for each child activity	Fireproof filing cabinet in the LSR's office	Perpetuity
Child and Parent Joint consent form	Fireproof filing cabinet in the LSR's office	Kept in perpetuity except for parent's details and child's medical information which are removed from the bottom of the form after the completion of the activity and destroyed
Accident / incident form	Fireproof filing cabinet in the LSR's office	Destroy after 6 years
List of those vetted	Fireproof filing cabinet in the LSR's office	Perpetuity
Codes of behaviour for groups involving children	Fireproof filing cabinet in the LSR's office	Perpetuity
Evidence of concerns raised through whistle-blowing and actions taken	Fireproof filing cabinet in the LSR's office	Perpetuity
Completed hazard assessment for activities carried out by each group involving young people associated with the Church	Fireproof filing cabinet in the LSR's office	Perpetuity
Evidence of complaints made through complaints process and how they have been dealt with	Fireproof filing cabinet in the LSR's office	Perpetuity
Records of checks completed on external groups using Church property	Fireproof filing cabinet in the LSR's office	Perpetuity
Evidence of when celebret / letter of good standing from visiting clergy have been checked	Fireproof filing cabinet in the LSR's office	Perpetuity
Media permission forms	Fireproof filing cabinet in the LSR's office	Perpetuity

