

Loreto Sisters

Storage and Retention of Records Standard 5

Type of Record / File	Where to Store	Retention Period
Copies of signed agreement forms for all Church personnel	Fireproof filing cabinet in the safeguarding office	Perpetuity
Register of Loreto Sisters who are ministering with children in an external organisation and confirmation that they will adhere to the policies and procedures of that external organisation	Fireproof filing cabinet in the safeguarding office	Perpetuity
Copy of training plan	Fireproof filing cabinet in the safeguarding office	Perpetuity
Copies of attendance lists for all full- day training and information sessions carried out by the Church body	Fireproof filing cabinet in the safeguarding office	Perpetuity
Copies of evaluations for full-day training and information sessions	Fireproof filing cabinet in the safeguarding office	Perpetuity
Copies of training returns forms (which are sent to the NBSCCCI)	Fireproof filing cabinet in the safeguarding office	Perpetuity
Attendance records for participation of training delivered by NBSCCCI	Fireproof filing cabinet in the safeguarding office	Perpetuity
Copies of registration certificates for trainers registered with the NBSCCCI	Fireproof filing cabinet in the safeguarding office	Perpetuity



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