

Loreto Sisters

Storage and Retention of Records Standard 6

Type of Record / File	Where to Store	Retention Period
Communication plan	Fireproof filing cabinet in the safeguarding office	Perpetuity
Minutes of meetings with safeguarding organisations	Fireproof filing cabinet in the safeguarding office	Perpetuity
Communication survey	Fireproof filing cabinet in the safeguarding office	Perpetuity
Activity Survey	Fireproof filing cabinet in the safeguarding office	Perpetuity



July 2022