

# Loreto Sisters

## Storage and Retention of Records Standard 3

<b>Type of Record / File</b>	<b>Where to Store</b>	<b>Retention Period</b>
Dates of meetings held with the complainant by support person	Fireproof filing cabinet in the province office	Perpetuity
Any third party information	Fireproof filing cabinet in the province office	Perpetuity
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	Perpetuity



July 2022