

Loreto Sisters

Storage and Retention of Records Standard 4

Type of Record / File	Where to Store	Retention Period
Dates of meetings held with the respondent by adviser	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 adviser by the respondent	Fireproof filing cabinet in the province office	Perpetuity
Documentation relating to statutory investigation process	Fireproof filing cabinet in the province office	Perpetuity
Records of advice from advisory panel or NCMC	Fireproof filing cabinet in the province office	Perpetuity
Copies of risk assessments	Fireproof filing cabinet in the province office	Perpetuity
Copies of risk management updates	Fireproof filing cabinet in the province office	Perpetuity
Copies of interim management plans	Fireproof filing cabinet in the province office	Perpetuity
Copies of preliminary investigation reports	Fireproof filing cabinet in the province office	Perpetuity
Copies of clinical risk assessments	Fireproof filing cabinet in the province office	Perpetuity
Copies of forms sent to the CICLS (Congregation for Institutes of Consecrated Life and Societies of Apostolic Life)	Fireproof filing cabinet in the province office	Perpetuity
Copies of permanent management plans	Fireproof filing cabinet in the province office	Perpetuity
Copies of notification to comply with safeguarding policies and procedures	Fireproof filing cabinet in the province office	Perpetuity
Records of process followed if a respondent is hospitalised	Fireproof filing cabinet in the province office	Perpetuity

