



## Archdiocese of Regina

### RECORD KEEPING PROCEDURES

<b>High Security Volunteer Files must contain:</b>	<b>General Security Volunteer Files must contain:</b>
<ul style="list-style-type: none"> <li>• Volunteer Information Form</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Information Form</li> </ul>
<ul style="list-style-type: none"> <li>• List of Ministries the volunteer is involved in</li> </ul>	<ul style="list-style-type: none"> <li>• List of Ministries the volunteer is involved in</li> </ul>
<ul style="list-style-type: none"> <li>• Interview Notes</li> <li>• Reference Forms (two)</li> </ul>	<ul style="list-style-type: none"> <li>• Self-Review(s)</li> </ul>
<ul style="list-style-type: none"> <li>• Notation of the date that an original criminal record check was received and filed by the Pastor in a separate secured location accessible only to the Pastor.</li> </ul>	<ul style="list-style-type: none"> <li>• Any Letters of Praise/Appreciation, Awards, Certificates of Training, etc. that the volunteer may want added.</li> </ul>
<ul style="list-style-type: none"> <li>• Self-Review(s) &amp; Participant Follow up(s)</li> </ul>	
<ul style="list-style-type: none"> <li>• Any Letters of Praise/Appreciation, Awards, Certificates of Training, etc. that the volunteer may want added.</li> </ul>	

**All Volunteer Files must** include a Checklist (General Security or High Security) (*See Section Three – pages 24-26*)

Files are to be clearly labeled and kept in a locked and secure filing system on Parish property in alphabetical order by last name. High Security files must be clearly marked in a manner that makes them easy to recover.

#### **Criminal Record Check Reports**

The Pastor is the only person who will manage Criminal Record Check Reports. To ensure that no one else has access to this document, the Pastor will put the report in an envelope, seal the envelope and sign the seal of the envelope. The Pastor will mark the envelope confidential. The envelope will then be filed in alphabetical order in a separate secure location accessible only to the Pastor. A notation is made in the volunteer's file, detailing the date that the Criminal Record Check Report was received and filed.

### **How Long Files Must Be Kept**

All files will be kept and updated while the volunteer is in a ministry position at the Parish. For legal reasons, data on screening and ongoing service should be kept on file at the Parish for seven (7) years after a person has ceased her or his ministry and then sent to the Archdiocese of Regina. The volunteer's files will immediately be sent to the Archdiocese of Regina if the volunteer leaves the parish or in the event of the volunteer's death. At all times the Criminal Record Check Report will remain in its sealed envelope and will be treated as a highly confidential document. The Criminal Record Check Report for High Security volunteers shall be forwarded to the Archdiocese of Regina with the volunteer's High Security file. For legal reasons, all Volunteer files and Criminal Record Checks will be retained by the Archdiocese for ninety nine (99) years from the date of their creation.

### **Transfer/Move to New Parish Procedures**

If a volunteer moves and would like to volunteer at another parish within the Archdiocese of Regina, the new parish will screen the volunteer as appropriate. A reference is asked from the former Pastor to the new Pastor stating that the volunteer left the parish in good standing. The new Pastor may also request a copy of the volunteer file to assist with the new parish's screening process. The former Pastor may only provide a copy of the volunteer file with the written consent of the volunteer. (*See Volunteer Authorization to Release File – Section Three Page 23.*)

**If the volunteer served in a High Security Volunteer Position, a copy of the volunteer's Criminal Record Check Report shall not be forwarded with the copy of the volunteer's file.** The new parish may request the volunteer to provide a new original Criminal Record Check Report or the Pastor of the new parish may communicate with the previous parish's Pastor to confirm, in writing, that the volunteer has a clear Criminal Record Check Report.