# Record Keeping

The overall aim for the Screening in Faith policy is to ensure that there is a safe environment in every parish, ministry, and activity.

Screening in Faith is designed to exclude any who are unsuitable for a particular ministry or likely to offend.

In the Diocese of Ottawa, we have policies and procedures to ensure that we are keeping clear records of how, when, and why a person has been screened.

## Creating Records

A separate file should be created for each volunteer in a **high risk ministry**, and this file should contain, at least:

- position description
- application form
- results of Police Records Check
- original, signed written consent of a person who has been screened on the occasion of his/her records are copied and forwarded to another parish or ministry
- and any other pertinent information

## Storing Records

Any documents created in connection with a screening activity should be stored in a secure manner. This could be a locked filing cabinet in a locked room.

Access to the files should be limited to the incumbent and churchwardens or, in the case of a larger parish, the corporation and screening team. Under no circumstances should files be left out in the open, stored on the corner of a desk, or placed where "just anyone" could have access to them.

## Receiving Records

Records may be copied and sent to another parish upon receiving the original signed consent (no fax or email) of the person being screened. The original must be retained in the files of the parish where it was created.

Upon a person's completion of their term in ministry, the screening records should be kept in their file. Such files must be maintained in the parish until after the death of the individual.

If a parish is concerned about their ability to store any files safely, these files may be deposited in the Diocesan Archives.

## Diocesan Archives

Upon the dissolution of a parish or ministry, screening-related files should be sealed, labelled appropriately, and safely transmitted to the Diocesan Archives.