



Administrative Policies and Procedures: 15.8

Subject:	Preparing Adoption Records for Archives
Authority:	TCA 36-1-126 and 37-4-201 et seq.
Standards:	DCS 2-104 A
Application:	DCS Foster Care Staff and Supervisory Staff

Policy Statement:	
<p>Every adoption record must be sent to the Office of Child Permanency to be sent to archives for permanent storage, once an adoption is finalized.</p> <p>The State of TN Interstate Compact on the Placement of Children (ICPC) will submit the following closed ICPC adoption records to the Office of Child Permanency for preparation for archives (1) all ICPC adoption records (independent, private licensed child placing and public agency) where the adoption was finalized in Tennessee; and (2) all ICPC adoption records wherein the TN public agency or TN private licensed child-placing agency had full or partial guardianship over the child, regardless of where the adoption was finalized.</p>	
Purpose:	
<p>To preserve the history of every individual child who is placed and/or adopted in the State of Tennessee, the Department of Children's Services (DCS) has the responsibility of registering and maintaining sealed adoption records.</p>	
Procedures:	
A. Archive Requirements	The Office of Child Permanency must ensure that all closed adoption records are permanently stored, if the adoption was finalized in the state of Tennessee. These records will consist of records maintained by DCS, any Licensed Child Placing Agency or other person in Tennessee responsible for adoptions.
B. Closure Requirements	Within thirty (30) Calendar days of the finalization of an adoption, the DCS Permanency Specialist or appropriate personnel of any TN licensed child-placing agency, will organize the file and submit the closed record to the Office of Child Permanency for permanent storage. This requirement applies to any child whose adoption was finalized in Tennessee by a DCS or TN licensed child-placing agency.

<p>C. Preparing the file</p>	<ol style="list-style-type: none"> 1. After finalization of the adoption and upon receipt of the final adoption decree, the adoption record is to be organized according to the instructions on Form CS-0677, Closed Adoption Face Sheet. 2. Secure and label each section of the file according to form CS-0424 and submit the closed records to the designated DCS or appropriate TN licensed child-placing agency staff person for review and signature. 3. Send the record to the Office of Child Permanency for permanent filing, using Form CS-0422, Mailing and Acknowledging Case Records.
<p>D. Children placed by other Licensed Child Placing Agencies</p>	<ol style="list-style-type: none"> 1. Upon receipt of notice that the final decree has been entered, the DCS permanency specialist will submit the closed adoption record to the private/public child-placing agency for preparing for permanent sealing. 2. The agency will prepare the file for permanent storage and send it to the Office of Child Permanency with Form CS- 0422, Mailing and Acknowledgement Case Records. 3. Agencies who have guardianship of the children they have placed for adoption will communicate directly with the Office of Child Permanency. 4. Agencies who have supervised an Interstate Adoptive Placement which was finalized in TN, will also submit copies of the final decree to the TN ICPC office.
<p>E. Acknowledgement of receipt of closed record</p>	<ol style="list-style-type: none"> 1. An Office of Child Permanency representative will sign and return the attached Mailing and Acknowledgement Case Records Form CS-0422 to the sending office/agency upon receipt of the closed adoptive record. 2. An Office of Child Permanency representative will also maintain a copy of Form CS- 0677.

<p>Forms:</p>	<p><u>CS- 0677 - Closed Adoption Record Face Sheet</u> <u>CS- 0422 - Mailing & Acknowledging Case Records, Record Materials and Forms</u></p>
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<p>Collateral Documents:</p>	<p>None</p>
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