



15.8, Preparing Adoption Records for Archives

Application: DCS, DCS Contract Provider Agency, Licensed or Chartered TN Child-Placing Agency, or Licensed TN Clinical Social Worker

Authority: TCA 36-1-126, 37-4-201 et seq, TCA 37-5-105 (3), 37-5-106, TCA 71-3-501-527, 515-522 repealed. Chapter 0250-4-9 Standards for Child-Placing Agencies

Standards: None

Original Effective Date: 03/05/2007
Current Effective Date: 4/16/2025

Supersedes: 06/23/2023
Last Review Date: 02/19/2025

Glossary:

- ◆ Chartered Tennessee Child-Placing Agency
 - An agency that had received a charter from the State of Tennessee through legislative action or by incorporation for the operation of an entity or a program of any type that engaged in the placement of children for foster care or residential care as a part of a plan or program for which those children were or could have been made available for adoptive placement and that may have, at sometime during its existence, become subject to any licensing requirements by the department or its predecessors.
- ◆ Licensed Child-Placing Agency
 - An agency operating under a license to place children for adoption issued by the department, or operating under a license from any governmental authority from another state or territory or the District of Columbia, or any agency that operates under the authority of another country with the right to make placement for children for adoption and that has, in the department sole determination, been authorized to place children for adoption in this state.
- ◆ Licensed Clinical Social Worker
 - An individual who holds a license as an independent practitioner from the board of social work certification and licensure pursuant to title 63, chapter 23, and, in addition is licensed by the department to provide adoption placement services.
- ◆ Private Adoption
 - The adoption of any child that was not in the Department of Children's Services custody when he/she was adopted.

Policy Statement:

The Department of Children's Services (DCS), in conjunction with the Department of General Services and Contract Providers, is responsible for maintaining adoption records

to preserve the history of each child/youth that was adopted from Tennessee foster care or children who were privately adopted in the State of Tennessee.

Purpose:

To provide guidelines for the preparation of preserving, sealing, registering, and maintaining adoption records to ensure compliance with maintenance and confidentiality guidelines, laws, and rules.

Procedures:**A. Closure of Adoption Case Record of a Child/Youth in Foster Care**

1. When an adoption is finalized for a child/youth in foster care, the assigned Permanency Specialist, in conjunction with a DCS Contract Provider Agency, a Licensed or Chartered TN Child-Placing Agency, or a Licensed TN Clinical Social Worker, prepares the record for closure within thirty (30) days and secures the record until it is officially sealed.
2. If an adoption finalization is appealed, the DCS Office, DCS Contract Provider Agency, the Licensed or Chartered TN child-placing agency, or the Licensed TN Clinical Social Worker is responsible for protecting and preserving the record, including any original documents, in a confidential, secure method until the appeal is complete.
3. Information regarding the steps to take in preparing files for closure can be found in the [Protocol for Preparing Adoption Records for Archives](#).

B. Closure of Private Adoption Records

1. Private adoption records received by a DCS Office will be maintained in a secure location pending submission to DCS Post Adoption Records Unit.
2. Private adoption records received directly by the DCS Post Adoption Records Unit will be stored in a secure location until the record is sealed.
3. See the [Protocol for Preparing Adoption Records for Archives](#) for more information.

Forms:

[CS-0677, Closed Adoption Record Checklist](#)

[CS- 0422, Transfer, Mail, and Acknowledgement of Case Records, Record Material, and Forms](#)

Collateral Documents:

[*Interstate Compact on the Placement of Children Procedural Guide \(ICPC\)*](#)

[*Protocol for Preparing Adoption Records for Archives*](#)