



Protocol for Preparing Adoption Records for Archives

Supplemental to DCS Policy: [15.8, Preparing Adoption Records for Archives](#)

- A. When an adoption is finalized for a child/youth in foster care, the following steps should be taken by regional staff to prepare a case record for closure:
1. Complete form [CS-0677, Closed Adoption Record Checklist](#) ~~Adoption Records Face Sheet (Closed)~~ for each individual child/youth's adoption record. This will assist to identify any missing documents that need to be secured. Once the form is completed, upload the form into the child/youth's Electronic Case Record.
 2. Upload any missing documents, not already in the Electronic Case Record or listed on form [CS-0677, Closed Adoption Record Checklist](#) to the child/youth's Electronic Case Record.
 3. Upload any documents that exist in hard copy format only to the Electronic Case Record.
 4. Ensure all case recordings and other data entry has been completed by coordinating with assigned staff including, but not limited to, the FSW (Family Service Worker), Permanency Specialist, and Contract Provider staff.
 5. Documents that preserve the child/youth's history most appropriately in an original format, such as original birth certificate, cards, letters, photos should be collected and provided to Child Programs when the record is submitted for sealing. Copies of the original documents should also be uploaded in the Electronic Case Record.
 6. Regional staff responsible for restricting the closed adoption record will review form [CS-0677, Closed Adoption Record Checklist](#) ~~Adoption Records Face Sheet (Closed)~~ to ensure the form is complete and uploaded and will restrict the Electronic Case Record to any further action.
 7. Within ninety (90) calendar days of the finalization of an adoption of a child/youth in foster care, or thirty (30) calendar days after the resolution of an appeal, the DCS Regional Office or Contract Agency Provider will submit the record for closure.
 8. The DCS Regional Office or the DCS Contract Provider Agency submits any original documents along with completed form [CS-0422 Transfer, Mail, and Acknowledgement of Case Records, Record Material, and Forms](#) and [CS-0677, Closed Adoption Record Checklist](#) ~~Adoption Records Face Sheet (Closed)~~ to DCS Child Programs, 315 Deaderick Street, 9th Floor, UBS Tower, Nashville, TN 37243 for sealing and maintaining of these documents.
 9. The DCS Regional Office or the DCS Contract Provider Agency will email the completed form [CS-0677, Closed Adoption Record Checklist](#) ~~Adoption Records Face Sheet (Closed)~~ on each child/youth to EI_DCS.PostAdoptionRecords@tn.gov ~~EI_DCS.PostAdoptionServices@tn.gov~~ to notify DCS Child Programs that the record is ready for sealing. If form [CS-0677, Closed Adoption Record Checklist](#) ~~Adoption Records Face Sheet (Closed)~~ indicates original documents will be sealed as part of the record, the DCS Child Programs Post Adoption Specialist will delay sealing until the original documents are received.

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10. Upon DCS Child Program's receipt of the emailed form and, if applicable, any original documents, a Child Programs representative will review form [CS-0677, Closed Adoption Record Checklist Adoption Records Face Sheet \(Closed\)](#) to ensure the record is complete. If the record is complete and no original documents are to be sealed, the Post Adoption Records Unit Representative will notify the sender via email acknowledging receipt of the record for sealing. Once the record is complete and the original documents required for sealing have been received, the Post Adoption Records Unit Representative will sign and return DCS form [CS- 0422, Transfer, Mail, and Acknowledgement of Case Records, Record Material, and Forms](#) to the DCS Regional Office, Licensed or Chartered TN Child-Placing Agency, or Licensed TN Clinical Social Worker representative acknowledging the receipt of the electronic record and original documents. If the record is incomplete, the Post Adoption Records Unit Representative will work with regional supervision to secure missing records.
 11. Upon receipt of the [CS- 0422, Transfer, Mail, and Acknowledgement of Case Records, Record Material, and Forms](#) from a Child Programs representative, the DCS Regional Office is responsible to notify the DCS Contract Provider Agency that the closed adoption record has been received in the DCS Post Adoption Records Unit. The DCS Regional Office/DCS Contract Provider Agency is authorized to appropriately dispose of (by shredding) duplicate documents or forms extraneous to the specific closed adoption record that remains in the region or with the DCS Contract Provider Agency.
 12. Post Adoption Records Unit staff register and seal the record for preservation.
- B.** When a private adoption is finalized for a child/youth, the following steps should be taken to prepare a case record for closure:
1. Within ninety (90) calendar days of the finalization of a private adoption, or thirty (30) calendar days after the resolution of an appeal, the Licensed or Chartered TN Child-Placing Agency or the Licensed TN Clinical Social Worker is responsible for completing [CS- 0422, Transfer, Mail, and Acknowledgement of Case Records, Record Material, and Forms](#) and form [CS-0677, Closed Adoption Record Checklist Adoption Records Face Sheet \(Closed\)](#) for each individual child/youth's adoption record and submitting the closed adoption records to DCS Child Programs, 315 Deaderick Street, 9th Floor, UBS Tower, Nashville, TN 37243 for sealing and preserving the adoption record.
 2. A DCS Child Programs representative signs and returns DCS form [CS- 0422, Transfer, Mail, and Acknowledgement of Case Records, Record Material, and Forms](#) to the DCS Regional Office, Licensed or Chartered TN Child-Placing Agency, or Licensed TN Clinical Social Worker representative acknowledging receipt.
 3. Upon receipt of the [CS- 0422, Transfer, Mail, and Acknowledgement of Case Records, Record Material, and Forms](#) from a Child Programs representative, the Licensed or Chartered TN Child-Placing Agency or Licensed TN Clinical Social Worker may establish their limited record pursuant to TCA 36-1-126 (b) (2-3). Any remaining duplicate documents, forms extraneous to the limited record, or sealed record are to be appropriately disposed of per licensing or departmental standards.
 4. The DCS Child Programs Post Adoption Records Unit prepares and seals all private adoption records.

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Note: Currently, Licensed or Chartered TN Child-Placing Agencies or Licensed TN Clinical Social Workers are not authorized by DCS licensing standards to establish an electronic adoption case record in the Electronic Records System **IFACTS** or in any other electronic media.