



DATE

## Archived Records Memo for Adoption

TO: <b>Adoption Archives</b> <b>Adoption Program Manager</b>	FROM: (NAME, OFFICE, REGION)
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CHILD'S BIRTHNAME	DATE OF BIRTH	CHILD'S ADOPTED NAME
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BIRTH PARENT NAME	BIRTH PARENT NAME
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ADOPTIVE PARENT NAME	ADOPTIVE PARENT NAME
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DATE OF ADOPTION DECREE	SUPERIOR COURT WHERE ADOPTION WAS FINALIZED
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Number of Volumes:	Number of Boxes:
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Redacted disclosure (USB stick) password:

**HQ Office Use Only**

- All required documents in file or in file upload.
  - The Child and Family Medical Background Report (DCYF 13-041),
  - Pre Adoption Disclosure is in file upload  The Post Placement Report (DCYF 27-107)
  - The Adoption Decree
  - The Dismissal of Dependency Order
  
- This record was sent to Headquarters without being properly prepared for archiving. The following documents were not sent in the file or in file upload.
  - The Child and Family Medical Background Report (DCYF 13-041)
  - The Child and Family Medical Background Report (DCYF 13-041) was unsigned
  - Pre-Adoption Disclosure was not uploaded
  - The Post Placement (DCYF 27-107)
  - The Adoption Decree
  - The Dismissal of Dependency Order
  
- Disposition:**
  - File Archived
  - E-mail or telephone call to social worker requesting missing documents
  - File returned to case worker for proper archiving

Number of Volumes:	Number of Boxes:
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