

1827 ADOPTION CASE RECORDS	
Chapter: Adoption and Post-Adoption Supports	Section: Post-Adoption Practice
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 93-18 Approved: Effective Date: April 30, 1993 Scheduled Review Date:
	DCYF Director
Related Statute(s): RSA 170-B Related Admin Rule(s): Related Federal Regulation(s):	Related Form(s): FORM 2009, and FORM 2267 Bridges' Screen(s) and Attachment(s):

In establishing organized adoption case records, DCYF clarifies how it then safeguards and shares information with children and families.

Purpose

To establish the contents, arrangement, and retention of DCYF case records involving children who are being adopted or who have been adopted.

Policy

- I. Adoption case records are created from information in Family Services and/or Child Placement case records.
- II. Adoption case records are kept in grey folders. The tab is to show the child's birth name.
- III. The contents and arrangement of the case record is as follows:
 - A. The Adoptive Child's History format as described in [Item 1790](#), DCYF Manual;
 - B. The Birth Parent's History format as described in [Item 1790](#), DCYF Manual;
 - C. All Forms 2267, "Child's Information Sheets", and
 - D. Confidential reports from medical and psychiatric providers, school personnel, residential facilities, and other third party information for which DCYF has an "Exchange of Information Agreement" (Form 2009).
- IV. Closed adoption case records are sent to the Adoption Program Specialist at State Office where they are logged, boxed and labeled, and forwarded to State Archives.