

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input type="checkbox"/> Informational Memorandum (IM) <input checked="" type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
	Issuance Date: 9-23-13	Obsolete Date: n/a
	Response Due: None	
	Log No.: 13-111	
	Contact: Kathonya Triplett, TriplettK@michigan.gov	
	Originating Office: CWFO -Adoption Subsidy	
	Subject/Title: Closed Adoption Records	
	Distribution: <input checked="" type="checkbox"/> DHS Child Welfare Staff	
	<input checked="" type="checkbox"/> Private Agency Child Welfare Staff	<input type="checkbox"/> BCAL
	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff	<input type="checkbox"/> CWTI
<input type="checkbox"/> Native American Tribes	<input type="checkbox"/> SACWIS	
<input type="checkbox"/> Data Management		
<input checked="" type="checkbox"/> DHS County Directors		
<input type="checkbox"/> Adult Services Staff		
<input type="checkbox"/> Other:		

Effective immediately, all internal and external requests for closed adoption records must be submitted to the Adoption Program Office at the following address:

Department of Human Services
Adoption Program Office
Closed Adoption Records
PO Box 340037
Lansing, MI 48909

Or to Connie Stevens at StevensC2@michigan.gov

Document Control will continue to process closed adoption records for retention.

Adoption Agencies should continue to forward closed adoption records of DHS supervised children to the local DHS office one year following finalization of the adoption in accordance with ADM 1030.

Local DHS offices must combine the adoption record with the foster care record. The combined record must be kept at the local DHS office in a locked file and shall not be open to inspection or copy, except as stated in ADM 1030. Local DHS offices may resume submitting closed adoption records to Document Control beginning January 1, 2014.