

Guide for Sending Records to the Document Control Unit in Central Office

MDHHS-ClosedAdoptionRecords@michigan.gov

Which files are sent to Central Office –

1. Closed adoption files one year following finalization
2. MCI/Permanent Ward files - child not adopted

File Preparation

1. Each child must have their own separate file – sibling files must not be combined
2. The adoption file must be combined with the foster care file.
3. **A DHS 788, Closed Files Box Label must be inside each box/package** and must list all cases that are inside the box/package. For tracking purposes, the DHS 788 should not list cases that are inside a different box/package, even when they are being shipped at the same time.
4. File must be purged of all duplicate and irrelevant documents before forwarding to Central Office.

When are the files sent to Central Office –

1. The adoption agency must forward the original record to the local MDHHS office between 12-13 months past the adoption finalization date; copies must not be maintained
2. The MDHHS office must forward all records (both MDHHS adoptions and contracted agency adoptions) to MDHHS central office within three months of receipt of file.

Where to send files –

We can accept a maximum of 50 boxes per shipment.

1. Deliver in person –
235 S. Grand Ave, Lansing, MI 48933
2. Ship to –

Michigan Department of Health and Human Services
Document Control Section
235 S. Grand Avenue
P.O. Box 30037
Lansing, Michigan 48909
3. DTMB Freight Services –
Complete the DTMB – 948 Requisition for Freight Services form
<https://stateofmichigan.sharepoint.com/teams/insidemi/for-your-job/forms>
Email completed form to DTMB-Delivery-Services@michigan.gov

Related policy: FOM 722-15 Case Closing, ADM 1030 Adoption Case Record Retention