Child and Family Services		Effective: Oct 1/88	
PROGRAM STANDARDS MANUAL	Section: 575	Revised: Dec 1/99	Page: 1

Subject: ACCESSING AND MAINTAINING FILES

STANDARDS

575.1 Access to records

Adoption records are not accessed for purposes of post-adoption services unless appropriate documentation is received from the individual requesting services.

575.3 **Absolute adoption file**

Copies of all recording, correspondence and other material related to post-adoption services are placed on the absolute adoption file.