

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
CHILDREN'S SERVICES SECTION
CHILD PLACEMENT SERVICES BRANCH - ADOPTIONS UNIT**

ITEM 2087. ADULT ADOPTIONS CASE FILE.

Case records consisting of report forms and letters for persons who are adopted under the North Carolina law at 18 or more years of age. File includes petition for adoption, copy of the final order for adoption, the consent of adoption, demographic information of birth and adoptive parents, and other forms applicable to the adoption proceedings. File also includes all other correspondence and forms used to complete or process the final order of adoption. Dates of adoption petitions, final orders, consents, and demographic information are entered into Adoption Indexing Management System Database (Electronic) File (Item 45892) when received. (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year to be microfilmed. Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be stored permanently in the vault. A duplicate copy of the microfilm will be purchased and retained permanently by the agency.

ITEM 2088. INTERSTATE ADOPTION CASE FILE.

Case records formerly located in the Interstate Foster Care File (Item 2086) of adoption proceedings which were not indexed. (Records are maintained in accordance with and access is restricted by North Carolina General Statute 48-9.) Amended 2-10-05

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after closure to be microfilmed. (Agency personnel should contact the Imaging Unit, Collection Management Branch, to arrange for transfer of records for microfilming.) Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault.

ITEM 2089. DISMISSED ADOPTION CASE FILE.

Case records for each person whose adoption proceedings have been dismissed. File includes dismissal of adoption proceedings and all forms processed in adoption proceedings. Dates of dismissals of adoption proceedings are entered into Adoption Indexing Management System Database (Electronic) File (Item 45892) when received. (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year to be microfilmed. Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be stored permanently in the vault. A duplicate copy of the microfilm will be purchased and retained permanently by the agency.

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ITEM 2090. INDEXED ADOPTION CASE FILE.

Case records consisting of forms, reports, and letters for each child adopted in North Carolina. File includes a copy of the petition for adoption; any affidavit filed in accordance with the law; the parental consent(s); consent to adoption by agency; acceptance of parent's release, surrender, and consent to adoption; final order of adoption; and any order affecting the legal status of the child for adoption. Dates of affidavits, consents, and petitions for adoptions are entered into Adoption Indexing Management System Database (Electronic) File (Item 45892) when received (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year to be microfilmed. Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be stored permanently in the vault. A duplicate copy of the microfilm will be purchased and retained permanently by the agency.

ITEM 3383. OUT-OF-STATE ADOPTIONS FOR NORTH CAROLINA CHILDREN FILE.

Official paper and microfilmed copies of case records for North Carolina children placed out-of-state for adoption. File includes correspondence regarding the placement of North Carolina children for adoption in other states, social data, investigative reports, release forms signed by parents, psychological examination reports, Interstate Compact on the Placement of Children's approval, and other related records. (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed. Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be stored permanently in the vault. A duplicate copy of the microfilm will be purchased and retained permanently by the agency.

ITEM 3897. ADOPTION INDEXING MANAGEMENT SYSTEM TAPES FILE.

Tapes concerning Adoption Indexing Management System database. (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Item discontinued. All tapes destroyed.

ITEM 3898. STATE INFORMATION PROCESSING SERVICES (SIPS) ADOPTION INDEXING MANAGEMENT SYSTEM (ELECTRONIC) BACKUP TAPES FILE.

Computer tapes containing the State Information Processing Services Adoption Indexing Management System database. File is used as an index to Adoption Case Files. (Records are maintained in accordance with and access is restricted by G.S. 48.25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Item discontinued. All tapes destroyed.

ITEM 6916. ADOPTION SERIES CONTROL CARDS FILE.

Card index file used to identify any adoption record pending completion. File includes a card for the child's original name, child's adoptive name, and adoptive parents name. (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

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ITEM 7046. WHITE ADOPTION REGISTRATION (ELECTRONIC) FILE.

Disks listing each child's new name and summary information on the adoption case. (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Item discontinued. All disks destroyed.

ITEM 7048. YELLOW ADOPTION REGISTRATION CARDS FILE.

Index cards listing the child's original name and cross reference to child's new name. (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Adoption Registration Card File (Item 47829).

ITEM 7062. GREEN ADOPTION REGISTRATION CARDS FILE.

Index cards listing the child's parents names and cross reference to the child's name. (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Adoption Registration Card File (Item 47829).

ITEM 7067. PINK ADOPTION REGISTRATION CARDS FILE.

Index cards listing the name of the adoptive parents and a cross reference to the child's name. (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Adoption Registration Card File (Item 47829).

ITEM 7068. WHITE INDEX CARDS FILE.

Index cards listing 1935-1950 case files. Cards are arranged alphabetically by name of child and by name of adoptive parents and are used as an index to cases prior to the new system installation. (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Adoption Registration Card File (Item 47829).

ITEM 7801. ADOPTIONS SUBJECT FILE.

Alphabetical subject file of correspondence, annual and statistical reports, publications, newspaper clippings, and forms used to operate, record, and reference the activities of the adoptions unit program. File includes other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 7802. CORRESPONDENCE WITH OTHER STATES FILE.

Correspondence from other states and copies of forms, laws, pamphlets, rules, regulations, and procedures concerning their adoption programs.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

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ITEM 7803. LEGAL OPINIONS FILE.

Opinions and all other records used to verify the legal decisions of the Office of the Attorney General and to substantiate actions taken by the Adoptions Unit on adoption laws or proceedings. File includes requests for opinions, correspondence concerning opinions, copies of opinions (1947-), samples of forms and proceedings for court cases which serve as models for the counties or attorneys requesting this type of information, and extra copies of opinions.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

ITEM 7804. ADOPTION RESOURCE EXCHANGE FILE.

Case records for each adoptive parent and child participating in or who has participated in the exchange program. File includes placement case files for individuals (parent or child) already placed, withdrawal case files for individuals no longer participating in the program, and referral case files for individuals awaiting placement. (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Destroy in office placement and withdrawal folders 3 years from registration date. Retain in office referrals until placement or withdrawal is made, then transfer to the placement or withdrawal files.

ITEM 7805. ADOPTION REGISTRATION BOOKS (ELECTRONIC) FILE.

Disks listing the assigned index number, name of child, and a summary of record information for each adopted child. File is used as an index to the Adoption Case Files. (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Item discontinued. All disks destroyed.

ITEM 7808. STATE ADOPTIVE FUND PRINTOUTS FILE.

Printouts received from Department of Health and Human Services, Information Systems Division listing child's original name, county of adoption, date funds approved or denied, kind of approval, amount approved, petition date, and date fund began. (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 36309. ADOPTION REGISTRATION (ELECTRONIC) FILE.

Disks listing each child's original name and cross reference to child's new name, parents names and cross references to the child's name, name of the adoptive parents and cross reference to the child's name.

DISPOSITION INSTRUCTIONS: Item discontinued. All disks destroyed.

ITEM 45892. ADOPTION INDEXING MANAGEMENT SYSTEM DATABASE (ELECTRONIC) FILE.

Electronic records concerning adoption cases. Electronic file includes dates of petitions for adoption, dates of final orders for adoption, dates of consents for adoption, dates of dismissals of adoption proceedings, dates of affidavits, demographic information of birth and adoptive parents, and other related data. (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.) (File maintenance and backup procedures are conducted by Division of Information Resources Management (DIRM).)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

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ITEM 47829. ADOPTION REGISTRATION CARD FILE.

Multi-colored index cards (1932-1983, no longer produced) listing or cross referencing information from the following: Adult Adoptions Case File (Item 2087), Dismissed Adoption Case File (Item 2089), Indexed Adoption Case File (Item 2090), and Out-of-State Adoptions for North Carolina Children File (Item 3383). File includes adoptees' original names, biological parents' names, names of adoptive parents, and cross references to adoptees' birth and adoptive names. Data has been entered into the Adoption Registration Index Database (Electronic) File (Item 47830) as well as the Adoption Indexing Management System Database (Electronic) File (Item 45892). (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year to be microfilmed. Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be stored permanently in the vault. A duplicate copy of the microfilm will be purchased and retained permanently by the agency.

ITEM 47830. ADOPTION REGISTRATION INDEX DATABASE (ELECTRONIC) FILE.

Electronic records listing or cross referencing information from the following: Adult Adoptions Case File (Item 2087), Dismissed Adoption Case File (Item 2089), Indexed Adoption Case File (Item 2090), and Out-of-State Adoptions for North Carolina Children File (Item 3383). Electronic file includes adoptees' original names, biological parents' names, names of adoptive parents, and cross references to adoptees' birth and adoptive names. Database lists adoptions from 1932 which were previously indexed by the Adoption Registration Card File (Item 47829). (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.) (File maintenance and backup procedures conducted by Division of Information Resources Management (DIRM).)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 47886. ADOPTION INDEX BOOKS 1935 TO 1964 FILE.

Bound volumes of adoption indexes that contain duplicate information now found in Adoption Registration Card File (Item 47829) and Adoption Registration Index Database (Electronic) File (Item 47830). (Records are maintained in accordance with and access is restricted by G.S. 48-25 of the General Statutes of North Carolina.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office when administrative value ends.