

TFI Family Services, Inc. PROGRAM PROCEDURE	No. Page 1 of 1
Section: International Adoption Subject: Retention, Preservation, and Disclosure of Adoption Records	
Issue Date: 3/10	Revision Date: 6/13; 10/18
Compliance: Hague 96.42 (a)(b)(c)(d)(e)	

**Purpose:**

To establish guidelines for the handling of adoption records

**Procedure:**

TFI Family Services, Inc. will retain or archive adoption records in a safe, secure, and retrievable manner for the period of time required by applicable State law.

TFI Family Services, Inc. will make readily available to the adoptee and the adoptive parent(s) upon request all non-identifying information in its custody about the adoptee's health history or background.

TFI Family Services, Inc. will ensure that personal data gathered or transmitted in connection with an adoption is used only for the purposes for which the information was gathered and safeguards sensitive individual information.

TFI Family Services, Inc. will have a plan that is consistent with the provisions of this section, the plan required under § 96.33, and applicable State law for transferring custody of adoption records that are subject to retention or archival requirements to an appropriate custodian, and ensuring the accessibility of those adoption records, in the event that TFI ceases to provide or is no longer permitted to provide adoption services in intercountry adoption cases.

TFI Family Services, Inc. will notify the accrediting entity and the Secretary in writing within thirty days of the time it ceases to provide or is no longer permitted to provide adoption services and provides information about the transfer of its adoption records.

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